

HRODC Training Institute



<i>Wolverhampton (HQ)</i>		<i>London Office</i>
122A Bhylls Lane, Wolverhampton, WV3 8DZ, UK Telephone: +44 (0) 1902 763 607 +44 (0) 1902 569133 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com reception@hrodc.com Websites: (1) http://www.hrodc.com (2) http://hrodc-business-products-and-services.com		328 Linen Hall, 162-168 Regent Street, London. W1B 5TD, UK Tel: +44 (0) 20 84809628 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com reception@hrodc.com Websites: (1) http://www.hrodc.com (2) http://hrodc-business-products-and-services.com

HRODC Training Institute

Application For Admission to MBA, MA, MSc, HRODC Postgraduate Diploma and Diploma - Postgraduate - Courses - To be completed by, or on behalf of, the Applicant. Please read our Policy Terms and Conditions before submitting this form. Its submission is an attestation that you have read and agreed with them. These are available on request, viewed at: <http://www.hrodc.com/COSTS.htm> http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm

HRODC Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 8958 765 38

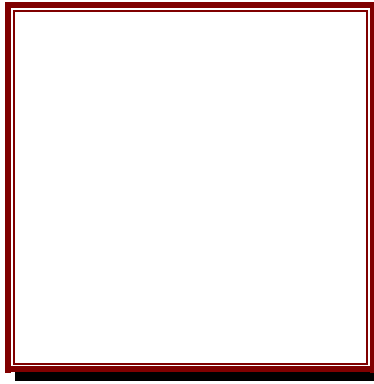
Prof. Dr. R. B. Crawford - Director HRODC Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.

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Direct Gov: <http://careersadvice.direct.gov.uk>;
Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>;
WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses



General Information	
Surname/Family Name:	
First Name & Other Names:	
Title (Dr. Prof., Mr. Ms, etc.):	
Date of Birth (Date, Month, Year):	
Gender (Male/Female):	
Nationality:	
Permanent Address:	
Temporary Address:	
Home Telephone Number:	
Mobile Telephone Number:	
Private E-mail Address:	
Work Address:	
Work Telephone Number:	
Work Fax Number:	
Work Email Address:	
Name and Address of Employer:	

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General Information	
Position Held:	
Name and Address of Sponsor (if not self sponsored):	
Details of Person to whom Invoice should be sent:	

Course or Courses For Which You Are Seeking Admission				
Course Number	Course Name	Location	Duration	Dates

Award-Bearing Courses That You Have Studied				
Year of Study From – To (Date/Month/Year)	Name and Place of Institution	Subject(s) Taken	Exact Name of Qualification Obtained	Grade or Level Gained

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Award-Bearing Courses That You Have Studied				
Year of Study From – To (Date/Month/Year)	Name and Place of Institution	Subject(s) Taken	Exact Name of Qualification Obtained	Grade or Level Gained

Non-Award Bearing Courses That You Have Taken			
Please give details, below, of any non-award-bearing courses that you may have taken			
Name of Course	Name and Address of Organising Body	Duration of Course	Dates Date/Month/Year

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Work Experience			
Dates (Date/Month/Year)	Name and Address of Employer	Position Held	Duties & Responsibilities

Your English Proficiency (Non-native English-speakers only)					
If English is not your native language, HRODC requires evidence of your level of proficiency in spoken and written English. If you do not already hold an acceptable qualification in English (e.g. IELTS or TOEFL), you may be required to obtain one before you can be admitted to HRODC Postgraduate Courses.					
Type of Test	Overall Score	Reading	Writing	Speaking	Listening
IELTS					
TOEFL					
Cambridge Tests					
Other English Language Qualification					



Additional Information

Please provide us with any additional information, in the space provided below – using additional sheets, if necessary - that might support your application.

Empty space for providing additional information.

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Please provide us with any additional information, in the space provided below – using additional sheets, if necessary - that might support your application.

Details of Referees

Please provide us with the contact details of 2 referees, one of whom should be a trainer or academic and the other your manager or supervisor. Character references or testimonials are not needed.

	Referee #1	Referee #2
Name of Referee:		
Referee's Organisation:		
Address of Referee:		
Referee Contact Numbers:		
Referee Email Address:		
Relationship with Referee (e.g. Tutor, Manager, Trainer):		



Promotional Monitoring			
Kindly help us to monitor our promotional effort, by indicating your source of information about HRODC Courses. Please tick the appropriate column.			
1. HRODC Website		2. My Colleague	3. News Paper Advert Name of Paper:
4. Other Website		5. My Line Manager	6. My Workplace Information Bulletin
7. Direct Mailing by HRODC		8. My Training Manager	9. UK Department For Education & Skills
10. HRODC Course Brochure		11. Other Member of My Organisation	12. British Council
Other; Please state			

SPECIAL NEEDS			
In an effort to promote exclusivity, we would appreciate it if you would indicate the type of special needs that you might have, ticking the appropriate column, if you have none.			
1. Blind or partially sighted		2. Deaf or hearing impaired	3. Need for Personal Care Support
4. Mental Health difficulties		5. No special needs	
6. Other special needs (please specify)			

Equal Opportunities and Diversity Monitoring			
In line with our Equal Opportunities and Diversity Policies, we seek to monitor the variety of our intake. We would appreciate if you might tick the appropriate column, below, that best describes your ethnicity. The categories are in accordance with the UK census. If you would not like to reveal your ethnicity, please tick number 23.			
1) Asian or Asian British	2) Black or Black British	3) Mixed	4) White
5) Indian	6) Caribbean	7) White and black Caribbean	8) British
9) Pakistani	10) African	11) White and black African	12) Irish
13) Bangladeshi	14) Other black background	15) White and Asian	16) Scottish
17) Chinese	18) Other mixed background	19) Irish Traveller	20) Other Asian
21) Other white background	22) Other ethnic background	23) I would prefer not to supply this information	

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Final Declaration

Kindly read and sign the declaration, below, making correction to any aspect of the information that precedes it, before submitting this form.

Declaration	Signature	Date
<p>I hereby certify that the information that I have provided on this form is accurate and that I have not knowingly been deceptive. I am aware that any offer of a place on HRODC Postgraduate Diploma Course/s or HRODC Diploma, at Postgraduate Level Course/s, that I may receive from HRODC will be based on the information that I have given in this form, and that if I am found to have given false information, the offer of a place on the course/s being applied for, or HRODC Diploma, may be withdrawn. I am aware that the information supplied on this form will be retained by HRODC and will be used for the purpose of processing my application. Also, if my application is successful the information will form part of my student record.</p>		

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