

KAGUMO TEACHERS' TRAINING COLLEGE

PERSONAL DETAILS FORM

REF: KAG/REG/VOL1/01

N.B. FILL IN BLOCK LETTERS

1. PERSONAL DETAILS

a) Name (as in KCSE Certificates).....
.....

b) Sex: Male (Tick)

 Female

c) Date of birth Age next birthday.....

d) Place of birth (County).....

e) Religious Faith (Christian/Muslim etc.).....

f) Marital Status: Single Married Other specify

g) Number of children..... Ages.....

h) Name of spouse (if married).....

Occupation..... Address.....
.....

i) Name of custodian for your children while you are away.
.....
Relationship to you.....

Attach Passport photograph
National I/D No.
Adm. No.
Date of Admission

2. FAMILY BACKGROUND

- a) Name of Father/Guardian:
Occupation:Phone No.
- b) Mother's Name:
Occupation:Phone No.....
- c) Number of children in the family:
Ages:
- d) Your position in the family (i.e. 1st, 2nd, 3rd etc).....

3. STUDENTS' POSTAL AND RESIDENTIAL ADDRESS:

- a) Postal address: (as fully as possible)
.....
Phone No. (i)(ii)
E-mail address
- b) Residential Address:
Estate/Village
Sub-Location..... Location.....
Sub-County.....
Constituency.....County.....

4. NEXT OF KIN

Persons to be contacted in case of emergency

ALTERNATIVE	A	B
i) Name		
ii) Phone No.		
iii) Postal Address		
iv) Relationship		

5. ACADEMIC RECORD

a) Schools attended

PRIMARY	DISTRICT	FROM	TO

b)

SECONDARY	DISTRICT	FROM	TO

c)

OTHER INSTITUTIONS	DISTRICT	FROM	TO

d) Results K.C.S.E. Level Year.....

Index No.....

SUBJECTS

GRADE

- | | |
|-----------|-------|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |
| 6) | |
| 7) | |
| 8) | |
| 9) | |
| 10) | |
| 11) | |

Aggregate.....

e) Subject Combination invited for.....

6. SPECIAL SKILLS

a) Indicate the areas in sports (games/athletics) in which you excelled in your former institution.

i. Games (e.g. Soccer, Volleyball, Netball, Handball, Rugby, Hockey, Basketball etc and the highest level reached.)

.....

ii. Athletics (both track and field events).

.....

b) Indicate any specialized training/experience you may have undergone e.g. computer packages, carpentry etc and the level of training.

.....

7. EMPLOYMENT (if any)

a)

Name of employer	Nature of duties	Duration	
		From	To

b) **PROFESSIONAL QUALIFICATIONS** (if any)

.....

I declare that the information given is true to the best of my knowledge and accept any responsibility for any inaccuracies therein.

.....
 Candidate's signature

.....
 Date

(Witness by a College Official)

.....
 Name

.....
 Signature

8. COMPLIANCE

I have read, understood and accepted the code of regulations pertaining to students at Kagumo Teachers' Training College and I shall fully abide by the code. I further declare that all documents and all information I have presented to the college and Ministry Officials are genuine and accurate.

I shall at all times and everywhere endeavor to project a good image of the college and shall refrain from any form of activity, indiscipline or association that may create any disruption of normal life of the college or that of the Republic of Kenya.

I fully understand that any breach of the code of regulations or if wanting in any of the foregoing understanding will lead to any appropriate disciplinary action and/or termination of the training course.

.....
Signature of Candidate Date

Witness's Name..... Signature..... Date.....
College Official

CHECK LIST (For official use only)

1. General

- a) Letter of invitation Serial No.....
- b) Personal details form correctly filled (section 1 to 8).....
- c) Class/Subject Combination.....

d) Original Documents

- i) KCSE Cert. No..... Index No..... Year
- ii) Original National ID No
- iii) Original Birth Certificate Entry No

e) Photocopies (verify filed copies with originals)

- i) KCSE Certificate (*Two copies*)
- ii) Leaving Certificate (*Two copies*)
- iii) National Identity Card (*Two copies*)
- iv) Birth Certificates (*Two copies*)
- f) Passport Size Photographs (two)

Remarks.....

Name..... Signature..... Date.....
Officer incharge

2. Examination materials – Two Reams A4 (80 gsm) JK Photocopy Papers

Remarks.....

Name..... Signature Date.....
Officer In charge

3. Medical Certificate

Comment.....

Name..... Signature..... Date and Stamp.....
College Nurse

4. Departmental Requirements

<u>Subject</u>	<u>Comments</u>
i) Physical Education
ii) Education
iii) ICT
iv) GWC
v) Teaching Subject 1
vi) Teaching Subject 2

Remarks.....

Name Signature.....Date.....
Officer Incharge

5. Capturing of Student's Data in the college ERP

Admission number.....

Indicate details entered into the **ERP**

.....
Name..... Signature..... Date.....

Officer Incharge

6. Fees payment

Fees paid KSh..... Receipt No.....

Remarks.....

Name..... Sign Date

Officer incharge

7. Issue of documents- Refer to admission procedure

	Documents	Indicate/Tick if issued
i.	Code of regulation	
ii.	Academic policy	
iii.	Library guide & cARD	
iv.	Student's ID Card	
v.	Meal Card No	
vi.	Orientation Programme	

8. a) Allocation of Accommodation

Men Women

Hall.....Block..... Room.....

Name.....Sign..... Date.....

Officer in charge

b) Issue of Beddings by Matron

i) Bed..... Bed No.

iii) Key Key No.

Name.....Sign.....Date.....

Officer incharge