



## **CASSAVA PROCESSING AND VALUE ADDITION FOR COMMERCIAL AND INDUSTRIAL USES COURSE**

### **APPLICATION FORM**

Please read the application form carefully. To be eligible for consideration make sure to fill in the form completely, accurately and legibly, answer all questions.

Either post, email or deliver your application and references forms.

Deadline for submission of application forms and attachments is end of business on Friday 24<sup>th</sup> November, 2017. The program will begin on the 15<sup>th</sup> of January, 2018. The course will be offered using a situated, supported distance learning mode where participants will not be required to leave their location while on the course. Mindolo Ecumenical Foundation (MEF) and Premier Edge Africa (PEA) will provide on the spot support to the participants (students) through mentors located in within the district of our participants' residence.

All applicants will be notified in writing of the Selection Committee's Decision by the 15<sup>th</sup> December, 2017

#### **Processing the Application Form**

- Read carefully course information sheet.
- Fill in the form completely.
- Sign all spaces that need your signature.
- Deposit a K100.00 application fee and attach the deposit slip to the application form

#### **References**

- Fill in the top part of the reference form
- Give reference form to the Director or Coordinator of your organization, any government official, church leader or Parent or Guardian for them to fill their part, and then attach it to your application form.
- Return application and reference forms together before due date to:

Mrs. Aimee Muteteshe  
The Course Coordinator  
Mindolo Ecumenical Foundation (MEF)  
Plot 150, Off Kitwe/Chingola Road  
P.O Box  
Kitwe  
Cell: +260 977 036 615  
Email: [aimee@mef.foundation](mailto:aimee@mef.foundation)

**CASSAVA PROCESSING AND VALUE ADDITION FOR COMMERCIAL AND INDUSTRIAL  
USES COURSE**

**PLEASE TYPE OR PRINT IN BLOCK LETTERS**

**SECTION A**

<b>PERSONAL DETAILS</b>	
Surname	
Other name/s	
Sex	
Date of birth	
NRC number	
Nationality	
Marital status	
<b>ACCADEMIC AND WORK EXPERIENCE</b>	
Highest level of education attained	
Your occupation	
<b>ADDRESS &amp; CONTACT</b>	
District and province	
Residential address	
Postal address	
Cell number	

Email address	
<b>NEXT OF KIN</b>	
Full names	
Relationship	
Mobile/telephone	
Address	

**SECTION B**

Please list any activities you are involved in that relate to the course you are applying for.	
Do you currently have a full time/part-time job or are you currently studying?	
How will your participation on the cassava processing and value addition for commercial and industrial use course benefit you, your organisation and your community at large?	

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_

**ANNEXURE A**

## REFERENCE FORM

### SECTION A

This part to be filled by the applicant

Surname:
Other Names:

### SECTION B

#### To be filled in by the Referee

The person named above is an applicant for the Cassava processing and value addition for commercial and industrial use Course offered by Mindolo Ecumenical Foundation (MEF) in partnership with Premier Edge Africa (PEA). The selection committee attaches considerable weight to the statements made by the reference of the applicant. The committee is aware of the time needed to prepare such an assessment and gratefully acknowledges your help.

Name of Referee:	
Position:	
Post Address:	
Cell Number	
Organisation	
a. For how long and in what capacity have you known the applicant?	
b. Why would you recommend this applicant for the cassava processing and value addition for commercial and industrial use course?	
c. Please indicate the areas that you feel this individual need grooming in order to make the most out of the course.	

- d. Comment on the applicant's potential to use the knowledge and skills acquired into livelihood development and employment creation in the community he or she belongs.

Signature of Referee \_\_\_\_\_

Date \_\_\_\_\_