H.A. Blaize Street, St. George's
Office: 473-435-3318
Mobile: 473-403-6197/533-8214

GREY'S TRAINING & CERTIFICATION CENTER

Email: greystrainingcenter@gmail.com Website: www.gtcsonline.org

REGISTRATION FORM

Please Note that Deposit and Registration fees are Non- Refundable. Registration Fee is $30.00 E.C. / 12.00 USD

Name: ..... Middle Initial……Surname.....

Address: .....

.....

Telephone: (Home)..... (Cell)..... (Work).....

Date of Birth.....

Religion.....

Schools Attended.....

Level Completed.....

Email Address: .....

Qualifications (CXC).....

.....

Other Certificate (s) Attained.....

.....

Present Employment.....

How were you informed of the Course/Institution? Newspaper, friend, by passing, radio, flyer, Facebook (other).....

Please Tick

Do you have access to a computer? (Yes) or (No)

Have you taken any computer courses before? (Yes) or (No)

If yes, please state.....

.....

Please tick the appropriate course/s of interest:

- ☐ **General Office Administration Level 2**
- ☐ **Accounting Clerk Level 2**
- ☐ **Customers Service Level 2**
- ☐ **Reception Level 2**
- ☐ **Graphic Design Level 2**
- ☐ **Business Administration Level 2**
- ☐ **Customs Services Level 2**
- ☐ **Paralegal Services Level 2**
- ☐ **Teacher Assistant Level 2**
- ☐ **Payroll Administration Level 3**
- ☐ **Administrative Assistance Level 3**
- ☐ **Occupational Health & Safety**
- ☐ **Accounting Level 3**
- ☐ **Marketing Level 3**
- ☐ **Real Estate Level 3**
- ☐ **Management Level 3**
- ☐ **Human Resource Management Level 3**
- ☐ **Small Business Management Level 3**
- ☐ **Management Level 4**
- ☐ **Executive Secretary Level 4**
- ☐ **QuickBooks**
- ☐ **Typewriting**
- ☐ **Keyboarding**

Microsoft Office

- ☐ **Word**
- ☐ **Excel**
- ☐ **PowerPoint**
- ☐ **Access**

Please tick as appropriate:

1. Reading Skills (a) Excellent (b) good (c) fair (d) poor
2. Writing Skills (a) Excellent (b) good (c) fair (d) poor
3. Listening Skills (a) Excellent (b) good (c) fair (d) poor

Are you presently employed? (Yes) (No)

If yes, please state present employer……

……

Candidate Signature…… Date…….