



TRAINING NOMINATION FORM

ALL applicable fields MUST be completed. Incomplete nominations will NOT be accepted.

GENERAL INFORMATION		
COURSE TITLE:		COURSE DATE:
HR/TRAINING OFFICER:		DESIGNATION:
EMAIL ADDRESS:		PHONE:
NOMINEE'S PERSONAL INFORMATION		
TITLE (Mr, Mrs, Ms, Miss):	LAST NAME:	MIDDLE INITIAL:
FIRST NAME:		
EMAIL ADDRESS:		PHONE (W):
MOBILE:	DATE OF BIRTH:	
EMERGENCY CONTACT:		
MEAL PREFERENCE: CHICKEN <input type="radio"/> FISH <input type="radio"/> VEGETARIAN <input type="radio"/>		
EMPLOYMENT DETAILS		
MINISTRY:		
DIVISION/UNIT:		
CURRENT DESIGNATION & DATE STARTED: DATE OF ENTRY INTO PUBLIC SERVICE:		
SUBSTANTIVE POSITION (IF ACTING):		
DUTIES & RESPONSIBILITIES:		

TRAINING HISTORY

	COURSE TITLE	DATE
PSA Training Courses attended within the past two (2) years		

JUSTIFICATION / SUPERVISOR'S COMMENTS

PERIOD OF LAST PERFORMANCE APPRAISAL:

TRAINING NEEDS IDENTIFIED:

SUPERVISOR'S COMMENTS:	SUPERVISOR'S NAME:
	SUPERVISOR'S EMAIL & PHONE CONTACT:

HOW ACQUIRED KNOWLEDGE WILL BENEFIT MINISTRY/DEPARTMENT:

APPROVAL

Permanent Secretary/Head of Department	Date	Official Stamp

FOR OFFICIAL USE ONLY

ACCEPTED: <input type="checkbox"/>	NOT ACCEPTED: <input type="checkbox"/>	
DATE RECEIVED:	SIGNATURE:	DATE: