



APPLICATION FORM – ESTATE TRANSFERS (LEVEL 3)

I apply for admission to attend the Paralegal Course in Conveyancing: Estate Transfers (Level 3)

Part Time Course: **Tuesday evenings, 18h00 – 20h00**
Commencement Date 29 September 2009

Surname: _____

First names: _____

Name by which you like to be called: _____

Date of Birth: _____

ID Number/Passport Number: _____

Home Tel No: _____ **Work Tel No:** _____

Cell No: _____ **E-mail address:** _____

Physical Address: _____

Postal Address (if different from Physical address): _____

Please tell us why you would like to attend this course: _____

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School Education (Please tell us the name of your school and highest standard achieved: _____

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Summary of after school qualifications (e.g. Secretarial Diploma, etc): _____

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Level of experience: _____

a. Have you completed the ITA Conveyancing for Paralegals (level 1) course?

b. If the answer to a above is in the affirmative, please indicate when you graduated.

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c. Do you have work experience as a conveyancing secretary/paralegal, employed in a law firm?

If affirmative, give details:

(i) Name of Employer

(ii) period of employment as conveyancing secretary/paralegal

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d. If the answer to c is in the affirmative, please indicate whether you were doing transfers, mortgage bonds or bond cancellations. Also indicate in each instance the amount of time spent in the particular field (for example: Mortgage bonds, 15 months)

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e. If you do not have experience as a conveyancing secretary/paralegal in transfers, please provide details of any other, related experience you have with regard to conveyancing in general, and to transfers in particular.

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Languages that you can speak and/or write: kindly indicate

		<u>Speak</u>			<u>Write</u>		
1	English	Good	Average	Weak	Good	Average	Weak
2	Afrikaans	Good	Average	Weak	Good	Average	Weak
3		Good	Average	Weak	Good	Average	Weak
4		Good	Average	Weak	Good	Average	Weak

Work Experience (if any) (please provide a summary or attach a separate curriculum vitae):

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Do you need to apply for a bursary? If yes, please complete the attached bursary application

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Only a limited number of students can be accommodated on the course and unfortunately Igqwetha Training Academy cannot guarantee that your application will be accepted. If required, an interview and/or evaluation test will be arranged with you, prior to acceptance and/or commencement of the course. Your application will be processed and you will be informed of the outcome as soon as possible. We reserve the right to accept or refuse applications (including bursary applications) in our discretion as we deem fit.

I declare that the information contained above is true and correct and has been completed to the best of my knowledge and I agree to abide by the rules stipulated from time to time by Igqwetha Training Academy in regard to acceptance and attendance of the course.

Signature: _____ Date: _____