

APPLICATION FORM

[Please fill up the form and return to RHDTTC]

Name of the Applicant _____
[Use upper case]

Contact Telephone No _____ [*Work/Mobile/Home]

RHD Database ID _____ [RHD Personnel ID if have any/Known]

Current Position Organization _____ [*RHD/MOC/IDC]
Department _____ [*Zone/Circle/Division/Consultant]
Office _____ [*Khulna/1st Line Workshop]
Rank _____ [*ACE/EE/Support Staff etc]

Date of Birth _____ [DD/MM/YYYY]

Years of Service _____

Education _____ [Last academic degree]

Last Training _____ [Title]

Select Preferred Training[s]

Training Name	Tick which is applicable	Specify approx. date you available for training
A 30 Network Certification Course		
A 38 Microsoft Word 2000	Beginners/Advance	
A 39 Microsoft Excel 2000	Beginners/Advance	
A 92 Presentation and PowerPoint Skill	Only PowerPoint	
A 94 Fundamental of PC Maintenance	Beginners/Advance	
A 00 Microsoft Access 2000	Beginners/Advance	
Other [Please specify]		

Signature of the applicant: _____

Signature of Approving Authority: _____

Date: _____

Date: _____
Designation _____

-----Office use only-----

Training User ID _____

Training Name _____

Checked By _____

Batch No _____

RHD Computer Training Course: Pre-course Questionnaire

Please answer the following 10 questions, which will help us to determine the level and scope of training you will require.

Question 1: Have you ever used a modern Personal Computer?

Yes No

-----If Answer is "No" Please end here-----

Question 2: What Type of PC you are currently using?

Pentium IV Pentium III Pentium 1/II Don't Know

Question 3: Do you use a Computer?

Every Day Every Week Occasionally Never

Question 4: Have you a PC at Home?

Yes No

Question 5: Do you have access to a Computer at work?

Yes No

Who uses this Computer the most?

You Others

Question 6: Do you use e-mail? If yes, what is your Address?

Question 7: What Operating System you are using now?

Windows XP/2000 Windows 98/95 Windows 2000/NT 4 Server
Windows NT WS Do not know Other OS

Question 8: Which of the following do you regularly use?

Word E Mail Internet Excel
Access Power Point None/Other

Question 9: Have you ever had any formal computer training?

Yes No

If **Yes** describe here

Question 10: Rate your overall ability to use a computer

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%