



**Zambia Institute of
Human Resource Management**

ZAMBIA INSTITUTE OF HUMAN RESOURCE MANGEMENT

Enacted by parliament under Act No.11 of 1997 of the Laws of Zambia to regulate the practice of Human Resource Management in Zamia.

APPLICATION FORM FOR CONTINOUS PROFESSIONAL DEVELOPMENT (CPD) COURSES

APPLICATION FOR CPD SHOULD BE ACCOMPANIED BY:

1. One passport size photo
2. Copies of certified academic qualifications
3. Copies of academic transcripts
4. Updated curriculum vitae
5. Current job description
6. Application fee
7. Participation fee

NOTE: PLEASE BE INFORMED THAT IT IS ILLEGAL FOR ANY COMPANY OR INDIVIDUAL TO PRACTICE HUMAN RESOURCE MANAGEMENT WITHOUT A LEGAL LICENCE FROM ZAMBIA INSTITUTE OF HUMAN RESOURCE MANAGEMENT (ZiHRM). ZiHRM SHALL CONTINUOUSLY CARRY OUT INTENSIVE DOOR TO DOOR INSPECTIONS TO ENSURE THAT ALL HUMAN RESOURCE PRACTITIONERS HAVE LEGAL PRACTICING LICENCES.

BENEFITS OF THE CPD COURSES:

1. *ALL PARTICIPANTS WILL BE ELIGIBLE TO OBTAIN A PRACTICING LEGAL LICENCE AFTER THEY HAVE EARNED THE REQUIRED NUMBER OF PROFESSIONAL POINTS*
2. *UPGRADE OF MEMBERSHIP FOR THOSE WHO ARE ALREADY MEMBERS OF THE INSTITUTE WILL BE BASED ON PROFESSIONAL POINTS*
3. *MEMBERSHIP APPROVAL FOR THOSE WHOSE MEMBERSHIP HAS NOT BEEN APPROVED DUE TO LACK OF HUMAN RESOURCE QUALIFICATIONS WILL BE CONSIDERED ONCE A PARTICIPANT ACQUIRES THE REQUIRED NUMBER OF PROFESSIONAL POINTS*
4. *A CERTIFICATE OF ATTENDANCE WILL BE GIVEN TO ALL THE PARTICIPANTS*

FOR MORE INFORMATION CONTACT US ON THE ADDRESS BELOW:

**THE REGISTRAR
ZAMBIA INSTITUTE OF HUMAN RESOURCE MANAGEMENT
P.O BOX 51038
RIDGEWAY, LUSAKA, ZAMBIA**

TEL : +260 211 234537, +260955404075
EMAIL : training@zihrm.org.zm, info@zihrm.org.zm

WEBSITE: www.zihrm.org.zm

COMPLETE THE APPLICATION FORM BY FILLING IN THE REQUIRED DETAILS

1. PERSONAL DETAILS

Surname..... Title: Mr. /Mrs. /Ms. /Dr. /Prof.).....
Other Names.....
Sex: Tick where appropriate: Female Male
Date of Birth..... Mailing address.....
Town of Residence..... Daytime Tel. No.....
Nationality..... Tel: Work.....
NRC..... Email.....

2. CURRENT EMPLOYMENT

Job Title.....
Position held from.....to.....
Employer's Name.....
Employer's Main Business.....
Employer's Town.....

3. ACADEMIC QUALIFICATIONS/ PROFESSIONAL QUALIFICATIONS

Write you're highest academic qualification/ Professional Qualifications below

1

Number of Universities / Colleges attended: Universities.....Colleges.....

Names of Universities /Colleges attended and qualifications obtained (Please list below)

1.
2.
3.

4. REFEREES

(The application must be supported by two referees; one of whom should preferably be the person to whom you report directly)

Name of referee.....
Name of organisation.....
Position held.....
Email..... Phone numbers.....