



**THE UNITED REPUBLIC OF TANZANIA  
THE ENGINEERS REGISTRATION BOARD**



**THE STRUCTURED ENGINEERS APPRENTICESHIP PROGRAMME (SEAP)**

**APPLICATION FORM FOR ADMISSION INTO SEAP**

**Section 1: Particulars of the Applicant**

- 1.1 Name of the applicant (*first and surname in full*): .....
- Gender and age      Male ☐ Female ☐ Date of Birth.....Age.....years
- 1.2 Academic qualification attained by the applicant: .....
- 1.3 Engineering specialization  
(e.g. civil, mechanical, electrical, mining, textile, etc):.....
- 1.4 GPA Score of the academic degree/Advanced diploma award (or equivalent).....
- 1.5 Name of institution from which applicant  
graduated:.....
- 1.6 Year of Graduation.....
- 1.7 Postal Address: .....
- 1.8 E-mail Address: .....Tel:.....
- 1.9 Current Employment (if any):  
.....
- 1.10 Years of work experience.....
- 1.11 Please state your main duties and responsibilities at your current employment:
- a. ....
- b. ....
- c. ....
- d. ....

**1.12 Attach the following documents:**

- 1) Certified copy of degree/Advanced diploma certificate (or other qualification);
- 2) Academic transcript;
- 3) Curriculum vitae;
- 4) Letter from employer (if employed);
- 5) Two (2) passport size photographs (colored);
- 6) Birth Certificate;
- 7) Certified copy of Form IV & VI certificates;
- 8) Any other relevant information that the applicant wishes to include;

**Section 2: Declaration**

I certify that the particulars furnished in this application form are correct and complete in all respects and that no relevant information has been withheld. I understand that misrepresentation, falsification and/or withholding information in regard to this application are serious offences that may result in nullification of the application or withdrawal of the admission into SEAP and/or prosecution.

Applicant's Signature: .....Date:.....

**Section 3: Applicant's Witness and Referee – (to be filled by a Registered Engineer)**

Signed by the said.....(Applicant) in the presence of.....(Name) who is a registered engineer in the category.....with Engineers Registration Board.

Postal Address:.....Phone No:.....

E – mail:.....Physical Address:.....

Date:.....(Engineers Official Stamp)

**Section 4: Assessment by ERB Secretariat (for official use only)**

**4.1 Criteria for Selection**

Criteria	Maximum Score	Scores				
		1	2	3	4	5
Academic Qualification	25 for GPA 5.0					
Years since Graduation	10 for 0-1 yr and tapering to 2 for 5 yrs					
Prior experience	10 for no experience, tapering to 2 for 5 years unsupervised experience					
	10 for 26 years, and tapering to 2 for 32					

Age	years					
Registration with ERB	10 bonus pts for registration with ERB					

4.2 Total Score (max. 65): .....

4.3 Recommendation by ERB Secretariat

☐ Application Accepted

☐ Application Rejected

Reason: .....

4.4 Allocation of Training

The candidate is recommended for placement with ..... for SEAP training for a period of .....months, starting from: .....

Signature ..... Date .....

**Registrar, Engineers Registration Board**

### **Section 5: Decision of the Board**

The Board during its ..... meeting of ..... deliberated on the submission by the applicant and the recommendations by the ERB Secretariat and made the following decision:

1. The applicant be placed with ..... for SEAP training for a period of ..... Months , starting from:.....
2. The application is rejected.

Further remarks (if any)

.....  
.....

Signature .....Date .....

(Official Stamp)

## TRAINEES ACCEPTANCE AND COMMITMENT FORM

I ..... (Name of trainee)

Of .....

..... (Postal Address)

Do hereby accept to join and complete SEAP training on the following conditions:-

Please tick where appropriate

(1) Only after the availability of sponsorship of the Board

☐

(2) Self Sponsorship

☐

(3) Employer Sponsorship

☐

TRAINEE'S SIGNATURE: .....

DATE: .....

***Evaluation of the Applicant (for Official Use Only)***

<b>Applicants' Academic Qualification &amp; Discipline</b>				
<b>S/N</b>	<b>Criteria</b>	<b><i>Rating of score</i></b>	<b>How much</b>	<b>Points</b>
1	GPA	<i>25 for GPA 5.0</i>		
2	Years since Graduation	<i>10 for 0-1 yr and tapering to 2 for 5 yrs</i>		
3	Prior experience	<i>10 for no experience, tapering to 2 for 5 years unsupervised experience</i>		
4	Age	<i>10 for 26 years, and tapering to 2 for 32 years</i>		
5	Registration with ERB	<i>10 bonus pts for registration with ERB</i>		
<b>6</b>	<b>Total score</b>			