It is important that you read these notes carefully in order to complete your application form correctly. Receipt of your application form will be acknowledged and you will receive advice of an interview date or Welcome Event in due course.

Whilst it is important to carefully select the course you wish to apply for, there are always opportunities to change your choice. You can contact us on 01509 618375 if you wish to amend your choices.

Please note: Incomplete Application Forms will be returned to you.

**1. PERSONAL DETAILS**

Please fill in **all** your personal details clearly in block capitals.

We will need a contact number that will accept calls from unidentified callers as our calls come through a switchboard.

**2. Contact Details**

We are asking for the details of someone whom we should contact if you were to fall ill or need assistance from whilst at college.

**3. Educational Details**

Please enter the details of your last/current school or college and the date (month) you left or will leave.

**4. Programme Choice**

If you are undecided between two programme choices, please list them in order of priority. You will be invited to a separate Apprenticeship event if you have indicated that you are interested.

**5. Qualifications**

Please write down the level, subject and year of each qualification already taken, or if about to be taken, please enter your predicted grades.

**6. Residency Status**

If you have not lived in the UK or an EEA country for the last 3 years we will ask you to provide us with details of your passport and entry visa, in order that we can deal with your application efficiently. If you are applying for Refugee or Asylum status or have indefinite leave to remain we will need to see copies of all relevant documents. We reserve the right to follow up any application in terms of fee assessment. If you hold or are entitled to hold a British Passport, your Nationality is British.

**7. Transgender**

Please tick the box you think best describes yourself. This information is not used as part of any decision connected with your application, but helps us to monitor our equal opportunities policy and support you.

**8. Ethnic Origin**

Ethnic Origin Please tick the box you think best describes yourself. This information is not used as part of any decision connected with your application, but helps us to monitor our equal opportunities policy and support you.

**9. Religion**

Please tick the box you think best describes yourself. This information is not used as part of any decision connected with your application, but helps us to monitor our equal opportunities policy and support you.

**10. Sexual Orientation**

Please tick the box you think best describes yourself. This information is not used as part of any decision connected with your application, but helps us to monitor our equal opportunities policy and support you.

**11. Additional Support**

This information is collected so that we are aware of any additional support you may need. Please tick the appropriate boxes if you feel you would benefit from extra support or help. This information will be passed to our Student Support Office who will contact you direct to discuss your individual needs.

12. **Criminal Convictions**

The College requires you to state whether you have any unspent criminal convictions. You should tick the ‘Yes’ box if you have a conviction. You do not need to include a motoring offence for which you received a fine or three penalty points. An unspent criminal conviction does not necessarily preclude you from entry to a course. The College may ask you for more details. You should tick the ‘No’ box if you have not been convicted of a criminal offence. If you do not tick either box we will return your form and this will delay your application.

13. **Data Protection**

This section asks you to confirm that you are agreeing to the college processing this information within the guidelines of the Data Protection Act 1998. Please check through your application form carefully and then sign and date your confirmation. If you are under 18 your Parent/Guardian/Carer should also sign and date the application.