

APPLICATION FOR ADMISSION TO A FULL-TIME COURSE 2017-2018

We welcome applications from all who would like to study at Chelmsford College

Equal Opportunities

Chelmsford College recognises that there are abilities in all members of the community. We seek to ensure that all at the College feel valued and able to fulfil their potential.

PLEASE COMPLETE BOXES 1 TO 10 ON PAGES 2 AND 3 IN FULL.

For box 9, please check the website or course specific booklet first and list the course you would like to follow. Use the 1st choice and enter the **Application code** which is in the prospectus e.g. BTEC Level 2 Diploma in Art & Design = **Application code A01292**.

If you would like a careers interview or advice, please tick the section in **box 7**.

PLEASE COMPLETE PAGE 4 WHERE RELEVANT.

An acknowledgement letter will be posted within two working days on receipt of your application form. Failure to attend an interview could jeopardise your place at the College.

If you have international qualifications they must be NARIC processed – www.naric.org.uk

After your interview you will be sent a letter telling you whether you have been offered a place. If you are 19 or over, you will be sent information regarding how to apply for a 19 plus Advanced Learning Loan. If you wish to accept this offer you must reply by the given date.

We will acknowledge receipt of your acceptance. If you do not hear from us please refer to your offer letter for instructions.

You will be sent details regarding your enrolment during late July/early August. You must enrol with the College on the specified date in your enrolment letter. This will take place usually during the last week in August. We **cannot guarantee your place** will be held if you do not attend on the given day. By the date of your enrolment you will have your exam results. On enrolment, you become a member of Chelmsford College. We can give help and support in completing application forms and understanding the enrolment procedure.

Please send completed application forms to:

Course Admissions, Chelmsford College, Moulsham Street, Chelmsford, Essex CM2 0JQ.

Alternatively you can complete the online application form via the College website www.chelmsford.ac.uk

Data Protection Act

The college upholds the principles of the Data Protection Act and is notified to the Information Commissioner to that effect.

In completing this form the College has obtained your consent for the collection, storage and processing of the data so provided, including sensitive personal data.

The primary purpose of the information collected is for the analysis of statistical data.

The processed data may be distributed to individuals within the College, or funding bodies, or other outside organisations.

The College undertakes to keep secure any personal data held about you, and will make those details available to you on request.

If you do not want your data to be used for marketing purposes please indicate by ticking this box

If you do not want to be contacted by the College's funding bodies for survey purposes please indicate by ticking this box



OFFICE USE ONLY

Date received

Student Ref No.

Please complete ALL sections using black ink in BLOCK CAPITALS.

1

Your Personal Details

Title: Mr/Mrs/Miss/Ms: _____ Surname: _____

First Names: _____

Date of Birth: _____ Gender: Male Female

Telephone No: Home: _____ Mobile No: _____

E-mail: _____

Address: _____

_____ Postcode: _____

Please tick this box if you have already been either a full-time or part-time student at Chelmsford College

2

Criminal Convictions

Do you have a Criminal Conviction? Yes No

If 'Yes' you will be asked to complete a Self Declaration Form. This information is only required to assist us to fulfil our responsibilities to assess any potential risk to the large number of young students in the College and will be treated in confidence.

3

Individual Needs

The need for additional support may arise from a learning difficulty or disability, or from literacy, numeracy or language support requirements. They may also arise from mental ill health, emotional, behavioural or medical conditions.

Do you have a learning difficulty or disability? Yes No

If yes, we will send you a confidential questionnaire. (You may be required to attend an interview with the Learning Support Team)

Looked after children: are you in care or have you just left care? Yes No

4

Ethnic Origin: Please tick the box that applies to you.

The college's funding bodies requires the College to collect information about the ethnicity of its students. This information is also vital to the College's own equal opportunities monitoring.

31 English / Welsh / Scottish /
Northern Irish / British

37 White and Asian

44 African

38 Any other mixed / multiple ethnic background

45 Caribbean

32 Irish

39 Indian

46 Any Other Black / Africa /
Caribbean background

33 Gypsy or Irish Traveller

40 Pakistani

47 Arab

34 Any other White background

41 Bangladeshi

98 Any other ethnic group

35 White and Black Caribbean

42 Chinese

99 Not provided

36 White and Black African

43 Any other Asian background

5

Status: Have you always lived in the UK or EEA? Yes No
 If no, please provide the following information:

Nationality: _____

When did you move permanently to the UK or EEA? Please give exact date: _____

In which country did you live permanently before coming to the UK? _____

If you are not an EEA national are there any restrictions on your stay in the UK? Yes No

Please state any restrictions (e.g. limited leave to remain): ____

Have you or your partner been granted: Exceptional leave to remain? Indefinite leave to enter/remain?
 Asylum/Refugee Status Visa wife/husband

Passport and immigration documents must be provided if you answered Yes to any of the above.

6

How did you hear about the College? _____

Name & Address of present School, College or Employer: _____

_____ Postcode: _____

7

Careers, Advice & Guidance

If you would like to have a careers interview to discuss your course choice(s), career aims and progression, please tick

(The careers and course advisers will not be able to provide information on course content, this will be provided at your course interview by a tutor.)

8

19+ Advanced Learning Loan

These are government -backed Loans that are available to help learners aged 19 and over pay their course costs for eligible courses at Levels 3 to 6. Please refer to the College Guide or website for further information.

Please tick the box if it applies to you.

I am aged 19 and over and have already achieved a full Level 3 qualification, will be studying a level 3 / 4 course and will be applying for an Advanced Learning Loan

9

Proposed Course: You may be interviewed for more than one course, BUT you can only ACCEPT one offer.

1st Choice Course Title: _____ Application Code: _____

It is not compulsory to apply for a second choice (you may do so at a later date).

2nd Choice Course Title: _____ Application Code: _____

10

Declaration: I declare that the information that I have given is true and accurate and I give the college permission to seek a reference.

Applicant Signature: _____

Print Name: _____ Date: _____

If you are under 18 your parent/carer must sign here: _____ Date: _____

Examinations already taken

Subject	Level (e.g. GCSE)	Year	Result

Any further examination results to be put on extra paper and attached to this form.

Examinations to be taken this year

Subject	Level (e.g. GCSE)	Expected Result

Previous Schools or Colleges attended Please also indicate courses and subjects taken (if not shown above).

Your experience in employment to date Include full-time or part-time jobs and work experience.

Personal Information Please include your hobbies and interests. What have you enjoyed in your education/employment so far?

Choice of course Why do you wish to follow the course(s) of study you have listed?

Career intentions What do you hope to do in terms of employment and/or further study after you have completed the course?

Other relevant information Is there any other information you wish to give that will assist us in your application?
Please continue on a separate sheet if necessary.