

# APPLICATION FOR ADMISSION TO A FULL-TIME COURSE 2018-2019

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 prospectus and list the course you would like to follow using the full course title.

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 sent 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](http://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 an Advanced Learning Loan. If you wish to accept this offer you must reply by the given date.

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](http://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 .



## OFFICE USE ONLY

Date received

Student Ref No.

Please complete ALL sections using black ink in BLOCK CAPITALS.

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### 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: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

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

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### 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.

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### 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

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### 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

32  Irish

33  Gypsy or Irish Traveller

34  Any other White background

35  White and Black Caribbean

36  White and Black African

37  White and Asian

38  Any other mixed / multiple ethnic background

39  Indian

40  Pakistani

41  Bangladeshi

42  Chinese

43  Any other Asian background

44  African

45  Caribbean

46  Any Other Black / Africa / Caribbean background

47  Arab

98  Any other ethnic group

99  Not provided

**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 &amp; 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.****1<sup>st</sup> Choice** Course Title: \_\_\_\_\_**It is not compulsory to apply for a second choice** (you may do so at a later date).**2<sup>nd</sup> Choice** Course Title: \_\_\_\_\_**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).

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

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

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

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

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**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.

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