

# Application for a full-time course 2010 - 11



Please complete parts 1 and 2, then pass the form to your tutor or referee who should complete part 3 and send it to Student Services (address on page 2)

**Part 1** When the College receives the form it will be acknowledged and you will be invited to attend an interview

(The name you give must be the name you have legally adopted)

Surname: \_\_\_\_\_ Mr/Mrs/Miss/Ms: \_\_\_\_\_

First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age at August 31: \_\_\_\_\_

Nationality \_\_\_\_\_ If you have been a resident in Britain for less than three years please tick box

On what date did you enter the UK: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Passport No: \_\_\_\_\_

Full Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Attended (Age 11-16): \_\_\_\_\_ Were you on a 14-16 programme with TCAT? \_\_\_\_\_

16+ College Attended (if applicable): \_\_\_\_\_

First Choice of Course: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Proposed Career (If known): \_\_\_\_\_ Name of your Connexions PA: \_\_\_\_\_

Where did you hear about Telford College? School  Advertisement  Existing student  Web site  Connexions  Other

Can you indicate if you are a carer for someone? Yes  No

**EQUAL OPPORTUNITIES** This information will help ensure that the College provision does not discriminate against people on any grounds and will not be used to identify you personally.

- |   |   |  |
|---|---|--|
| Asian/British - Bangladeshi <input type="checkbox"/> 11 | Black/British - Other <input type="checkbox"/> 17       | White - British <input type="checkbox"/> 23        |
| Asian/British - Indian <input type="checkbox"/> 12      | Chinese <input type="checkbox"/> 18                     | White - Irish <input type="checkbox"/> 24          |
| Asian/British - Pakistani <input type="checkbox"/> 13   | Mixed White/Asian <input type="checkbox"/> 19           | White - Other <input type="checkbox"/> 25          |
| Asian/British - Other <input type="checkbox"/> 14       | Mixed White/Black African <input type="checkbox"/> 20   | Any Other <input type="checkbox"/> 98              |
| Black/British - African <input type="checkbox"/> 15     | Mixed White/Black Caribbean <input type="checkbox"/> 21 | Not known/not provided <input type="checkbox"/> 99 |
| Black/British - Caribbean <input type="checkbox"/> 16   | Mixed - Other <input type="checkbox"/> 22               |  |

To help us provide any additional support required please tick below as appropriate. We will discuss your support needs in confidence, at your interview.

Do you have:

- |   |  |  |
|---|--|--|
| Difficulty with reading <input type="checkbox"/> A 97 | Sight difficulty <input type="checkbox"/> H 01                     | Temp disability after illness <input type="checkbox"/> Q 08  |
| Difficulty with writing <input type="checkbox"/> B 97 | Speech difficulty <input type="checkbox"/> J 04                    | Profound /complex difficulties <input type="checkbox"/> R 09 |
| Difficulty with hearing <input type="checkbox"/> D 02 | A Statement of Education <input type="checkbox"/> K 97             | Multiple disabilities <input type="checkbox"/> S 90          |
| Medical condition <input type="checkbox"/> E 05       | Other Medical conditions <input type="checkbox"/> M 05             | Other <input type="checkbox"/> T 97                          |
| Mobility problems <input type="checkbox"/> F 03       | Emotional / behavioural difficulties <input type="checkbox"/> N 06 | No disability <input type="checkbox"/> U 98                  |
| Physical problems <input type="checkbox"/> G 04       | Mental ill health <input type="checkbox"/> P 07                    | Not known <input type="checkbox"/> V 99                      |

Do you have:

- |  |  |  |
|--|--|--|
| Moderate learning difficulty <input type="checkbox"/> 01 | Dyscalculia <input type="checkbox"/> 11                    | Other <input type="checkbox"/> 97                  |
| Severe learning difficulty <input type="checkbox"/> 02   | Other learning difficulties <input type="checkbox"/> 19    | No learning difficulty <input type="checkbox"/> 98 |
| Dyslexia <input type="checkbox"/> 10                     | Multiple learning difficulties <input type="checkbox"/> 90 | Not known/not provided <input type="checkbox"/> 99 |

Do you wish to discuss your needs with an appropriate member of staff before an interview? YES  NO

**College Use Only**

**Interviewed for:**

Form Received			Acknowledged		RECOMMENDATION (Tick)	
Course Code	Date of Interview	Time	Date Sent	Offer	DNA	

**Part 2** All applicants should complete Part 2 and Head Teacher/Tutors to complete estimated grade for school leavers

Examinations to be taken, please give type and level of exam e.g. GCSE, Level 1, Level 2, or examinations already taken (mature students)

School to complete

Exam Board	Type of exam e.g. GCSE	Subject	Est Grade	Grade Obtained	Year

Current Course (if studying) Please give dates	From	To

**Any employment history**

Name of organisation	Position held	From	To

If you are applying for certain courses which would entail you working with children or adults, you need to be aware that you should be willing to discuss previous convictions, reprimands or warnings at the interview stage as part of our normal procedures as a CRB check will be part of the College course. In future anyone wishing to be employed in these areas will need to register with the Independent Safeguarding Authority.

**Data Protection Statement 2010 - 2011**  
 Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (LSC). The LSC is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include the Department for Business, Innovation and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, Department for Children, Schools and Families, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners.

I give Telford College permission to write to organisations to obtain further information as required for my application to be processed and if necessary invite representatives of organisations involved in my education or care.

I consent to Telford College sharing information with others.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 3** Head Teacher/Tutors are asked to make a comment on the candidate's personal qualities, suitability and commitment for the chosen course. We would also need to know about any behavioural difficulties.

If mature applicant, an employer or any other person that knows you e.g. Faith Leader, G.P., Teacher may complete this

	1	2	3	4	5
Attendance					
Punctuality					
Behaviour					
Co-operation with staff					
Social skills					

1 = Excellent      5 = Poor

Attendance \_\_\_\_\_  
 Actual % \_\_\_\_\_  
 Possible % \_\_\_\_\_

Signed \_\_\_\_\_ (Head Teacher//Tutor/Employer) Date \_\_\_\_\_

Print name \_\_\_\_\_ Name of School/College/Employer/Agency \_\_\_\_\_

Please check that you have completed all sections as non-completion could delay your application.

Return to: Student Services, Telford College of Arts and Technology, FREEPOST, Haybridge Road, Wellington, Telford, Shropshire, TF1 2BR - No need for a stamp!