

Full-Time Courses Application Form

Date		
Person code		
Ack		
Interview	Date	
	Time	
Off		
Dec		

You can use this Application Form to apply for any course featured in this Prospectus. Just complete this form, sign and date it, and send it to: **Enquiries & Guidance, Shuttleworth College, Old Warden Park, Biggleswade, SG18 9DX.**

Please note: this is not your course enrolment form and you should NOT attach any fees or payment. We will tell you when to do this if your application is successful.

1 – PERSONAL DETAILS		
Title: Mr / Mrs / Miss / Ms	Surname:	
First Name:	Middle Name(s):	
Address:		
		Postcode:
Mobile Tel No*:	Day/Evening Tel No:	
Nationality:	Date of Birth:	Age as of 31/8/10:
Have you lived outside of the UK other than holidays during the last 3 years? Yes / No		
If yes, please state date of entry to the UK: (Please attach photocopy of passport details plus entry/visa stamp)		
Are you an existing student at Shuttleworth College? Yes / No		
If yes, please state current course:		Student ID number:
Are you still at school? Yes / No	If yes, please state name of school:	

*We will send you a text reminder of your interview appointment.

2 – COURSE YOU ARE APPLYING FOR (If you are combining courses please enter both under first choice)	
Please check the course entry requirements to find out which level suits you best, please call Enquiries on 01767 626246 if you are unsure.	
COURSE NAME	COURSE CODE (IF KNOWN)
First Choice:	
Second Choice (optional):	
Have you had an interview with a careers adviser or Connexions, please tick <input type="radio"/>	
Alternatively, if you have not yet chosen your course and would like an interview with a careers adviser, please tick <input type="radio"/>	

Full-Time Courses Application Form

3 – QUALIFICATIONS

Please provide below details of any EXAMINATIONS YOU ARE DUE TO TAKE:

SUBJECT	LEVEL	PREDICTED GRADE	EXAMINATION BODY	DATE OF EXAM

Please provide below details of any EXAMINATIONS YOU HAVE ALREADY TAKEN:

SUBJECT	LEVEL	GRADE	EXAMINATION BODY	DATE TAKEN

4 – CAREER PATH

Reason for your choice of course(s)*:

(* Please continue on separate sheet if necessary)

Any relevant work/employment experience*:

(* Please continue on separate sheet if necessary)

5 – ADDITIONAL SUPPORT

The College provides support for students with learning difficulties and/or disabilities. Please help us to provide you with the support you may need by answering the questions below. Any information will be treated confidentially and used only to ensure you receive extra help.

Do you have a learning difficulty, disability or sensory impairment? Yes / No

If yes, please give details:

Is there any other help you think you might need?

Would you like to talk confidentially to a member of staff about additional support? Yes / No

If yes, how would you like us to contact you?

6 – OTHER INFORMATION

Please give any other information relevant to your application.

7 – ETHNIC ORIGIN

This information helps us monitor Equal Opportunities and reflects the diversity of the local community. It does NOT affect your application in any way.

Please indicate the category which you feel best describes your ethnic origin.

Asian or Asian British

- Bangladeshi Indian Pakistani Other

Black or Black British

- African Caribbean Other

Mixed

- White and Asian White and Black African White and Black Caribbean Other

White

- British Irish Other

- Chinese Any other group Prefer not to say

8 – CRIMINAL CONVICTIONS

Do you have any unspent criminal convictions? YES NO

You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings.

If you declare that you have an unspent conviction we will contact you for further information. Declaring a conviction will not necessarily bar you from being offered a place at College, however failure to disclose something which we later become aware of could result in disciplinary action.

Please note that some of our courses, such as care, childcare or health studies, require you to undergo a Criminal Records Bureau disclosure. This will include both spent and unspent convictions, as well as cautions, reprimands and final warnings.

For further advice about whether convictions are unspent please contact the NACRO Helpline on **0800 0181 259**.

9 – REFERENCES

Please give the names and addresses of two referees. These may be school or an employer, but not family members (acceptance on to your course is subject to satisfactory references, so please ensure this section is completed in full so that we can process your application quickly).

1. **Name:**

Position:

Address:

Tel No:

2. **Name:**

Position:

Address:

Tel No:

10 – SIGNATURE

I wish to apply for the course(s) listed on this form and I agree to Shuttleworth College and Bedford College processing the personal data I have given for any purposes connected with my application, my health and safety whilst on the premises, or any other legitimate educational reason, in accordance with the Data Protection Act 1998. The information you provide will be shared with Connexions for the purpose of administration, careers and other guidance, and statistical and research purposes. I confirm that the information I have given is accurate to the best of my knowledge, and that I have included all information relevant to my application.

Signature of Applicant:

Date:

Name of Parent or Guardian: (For students under 18)

Signature: