

## 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/Asian British	<input type="radio"/> Indian	<input type="radio"/> Pakistani	<input type="radio"/> Bangladeshi	<input type="radio"/> Chinese	<input type="radio"/> Other
Black/African/Caribbean/Black British	<input type="radio"/> African	<input type="radio"/> Caribbean	<input type="radio"/> Other		
Mixed/Multiple Ethnic Group	<input type="radio"/> White and Black Caribbean	<input type="radio"/> White and Black African	<input type="radio"/> White and Asian	<input type="radio"/> Other	
White	<input type="radio"/> English/Welsh/Scottish/Northern Irish/British	<input type="radio"/> Irish	<input type="radio"/> Gypsy or Irish Traveller	<input type="radio"/> Other	
Other	<input type="radio"/> Arab	<input type="radio"/> Other	<input type="radio"/> Not known/Not provided		

## 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 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 may 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:

# Application Form

## Dates to note\*

### Autumn term 201

Monday 17 September to Friday 21 December

(Study week – Monday 29 October to Friday 2 November)

### Spring term 2013

Monday 7 January to Thursday 28 March

(Study week – Monday 18 February to Friday 22 February)

### Summer term 2013

Monday 15 April to Friday 21 June

(Study week – Monday 27 May to Friday 31 May)

\*These dates may be subject to change.

## College Open Days\*

### Saturday 12 November 2011

9.30am – 12.30pm

### Saturday 21 January 2012

9.30am – 12.30pm

### Saturday 17 March 2012

9.30am – 2.00pm

### Tuesday 15 May 2012

4.30pm – 8.00pm

\*These dates may be subject to change. Check out our website.

[www.shuttleworth.ac.uk](http://www.shuttleworth.ac.uk)

for the latest details

Please call us on **01767 626246**

or visit [www.shuttleworth.ac.uk](http://www.shuttleworth.ac.uk)

for details on additional advice

and guidance events.

Please note: If you are applying for a full-time course the closing date for applications is Thursday 31 May 2012. Applications after this date may be considered but are subject to availability. If you are applying after 31 May, please call our Enquiries & Guidance team first on 01767 626246.

## How to apply

1. Complete this application form in pen.
2. You may apply for up to two different courses using the same form. If you are not sure which course you want to take and would like to discuss your options further, please telephone us for an appointment or indicate on this form that you would like to see a careers adviser.
3. When completing this form, please use the same title of the course as quoted in our prospectus/guide.
4. If you are applying for higher education or university-level courses, please check our degree-level prospectus for full details on how to apply, as some courses require you to apply through the University and College Admissions Services (UCAS) instead.
5. The College collects information about all our students for various administrative, academic, and health and safety reasons. Because of the Data Protection Act 1998, we need your consent before we do this. Since we cannot operate the College effectively without processing information about you, we need you to sign the consent processing clause on the application form.
6. When you have completed your application form, put it in an envelope and send it to: Freepost Plus RSLX-RTLRL-JZRJ, Shuttleworth College, Shuttleworth Business Centre, Old Warden Park, Biggleswade, SG18 9DX.

For further assistance with your application, call us on

**01767 626246**

## What happens next

1. We will acknowledge your application within 10 working days. If you are applying for a full-time course, an apprenticeship or certain part-time courses (see our Part-Time Course Guide), you will be invited to attend a formal interview and for some courses an assessment. The interview is a two-way process, and is an opportunity for you to ask any questions too.
2. You will then receive a formal offer of a place within five working days. You need to accept this in writing within two weeks of receipt to ensure your place.
3. Before your course starts we will send you your induction pack containing details of your course times, dates, tutor and when to pay any fees.

# Application Form

To apply for your chosen course(s) just complete this application form, sign and date it, and send it to: Enquiries & Guidance, Shuttleworth College, Old Warden Park, Biggleswade, Bedfordshire, 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.

Date	
Person code	
Ack	
Interview	Date
	Time
Off	
Employer Sponsor Code	

## 1 - PERSONAL DETAILS

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

**First Name:**      **Middle Name(s):**

**Address:**

**Postcode:**

**Mobile Tel No\*:**      **Day/Evening Tel No:**  
\*We will send you a text reminder of your interview appointment.

**Nationality:**      **Date of Birth:**      **Age as of 31/8/12:**

**Have you lived outside of the UK/EU/EEA 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 Bedford College?** Yes / No  
If yes, please state current course:      **Student ID number:**

**Name the last school / college attended within the last 3 years.**

**Are you a care leaver or looked after by the local authority?** Yes / No

## 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 our Enquiries on 01767 626246 if you are unsure.

I am applying for a:     Full-time course     Part-time day course     Part-time evening course     Apprenticeship\*

\*If you are applying for apprenticeship, you must complete section 4.

COURSE NAME	COURSE CODE
<b>First Choice:</b>	
<b>Second Choice (optional):</b>	

If you have had an interview with a careers adviser please tick

## 3 - QUALIFICATIONS

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

SUBJECT	LEVEL	PREDICTED GRADE	EXAMINATION BODY	DATE OF EXAM

\*If your qualifications do not match the entry requirements for the course please call our Enquiries & Guidance team on 01767 626246.

## 3 - QUALIFICATIONS (CONTINUED)

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

SUBJECT	LEVEL	GRADE	EXAMINATION BODY	DATE OF EXAM

## 4 - CAREER PATH

**Reason for your choice of courses(s)\*:**

(\*Please continue on a separate sheet if necessary)

**Any relevant work / employment experience\*:**

(\*Please continue on a separate sheet if necessary)

**Current employer** (if applicable). For apprenticeship applications please state the employer that you will be working for at the start of your course (if applicable).

**Name:**

**Address:**

**Tel No:**

**Is your employer paying for this course?** Yes / No

## 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:

**Have you had any examination concessions in the past?** 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.