

# Full-time Application Form

## For full-time courses.

Please read the attached guidelines before completing this form.

Complete all sections in **BLOCK CAPITALS** and **BLACK INK** (tick where appropriate)

### 1 Personal Details

Surname/Family Name

First Name

Second Name

Title

Mr / Mrs / Miss / Ms / Other

Postal Address of normal residence

Landline no. \_\_\_\_\_

Personal Mobile \_\_\_\_\_

Personal Email \_\_\_\_\_

Parent/Carer Email \_\_\_\_\_

Minicom \_\_\_\_\_

Postcode \_\_\_\_\_

Date of Birth

Male

Female

Age on 31st August in proposed year of enrolment

What is your first language?

Have you lived in another country during  
the last 3 years (other than on holiday)?

Yes

No

If yes, please state  
date of entry to UK

Please attach photocopy of passport details plus entry / visa stamp

Country of Normal  
Residence (if not UK)

Have you applied for  
asylum / refugee status?

Yes

No

### 2a Courses Applied For (Full-time)

Please complete this section if you wish to apply for a FULL-TIME course

Course Title (eg. National Diploma Uniformed Public Services)


### 2b Sports Development Centre Applicants

Rugby  Football  Basketball

Preferred Position(s)

Previous Playing Experience

### 2c Start Date

When do you wish to start?

eg. (09 / 2010)

### 2d Have you attended a course at this college before?

Yes

No

Please specify which course and when



## 6a Support with your Learning

Do you receive extra support at the moment?  YES  NO

Do you think you would benefit from extra support?  YES  NO

If yes, please tick the relevant box(es) below, so that we can contact you to talk about the support that can be provided.

Dyslexia/Specific Learning Difficulty	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	Speech Impairment	<input type="checkbox"/>	Autistic Spectrum Condition	<input type="checkbox"/>
Physical Disability	<input type="checkbox"/>	Mobility Difficulty	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	Mental Health Issues	<input type="checkbox"/>	Emotional/Behavioural Issues	<input type="checkbox"/>
Moderate Learning Difficulty	<input type="checkbox"/>	Severe Learning Difficulty	<input type="checkbox"/>	Other Disability	<input type="checkbox"/>				
Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Maths	<input type="checkbox"/>	English for Speakers of Other Languages	<input type="checkbox"/>
Other	<input type="checkbox"/>								

Please give details \_\_\_\_\_

Do you speak a language other than English at home?  YES  NO

I am happy for information to be passed on to staff to arrange support?  YES  NO  N/A

OFFICE USE ONLY

Copy to LSO

Date

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## 6b Child Care Support

Do you think you would benefit from child care support?  YES  NO

## 7 Financial Support

Would you like further information about financial help available to you?  YES  NO

## 8 Equal Opportunities Monitoring

Please tick which group best describes your ethnic background. These groups are in line with the 2001 Census (for statistical purposes only)

<b>Asian or Asian British</b>			
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other Asian background
<b>Black or Black British</b>			
<input type="checkbox"/> African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other Black background	
<b>Mixed</b>			
<input type="checkbox"/> White & Asian	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Other mixed background
<b>Other</b>			
<input type="checkbox"/> Chinese	<input type="checkbox"/> White - British	<input type="checkbox"/> White - Irish	
<input type="checkbox"/> Other White background	<input type="checkbox"/> Please specify: _____	<input type="checkbox"/> Prefer not to say	

## 9 College Commitment to Disabled People

Please see attached guidance notes

### 9a Declarations

I have read and understood the college commitment to disabled people (please see attached guidance notes)

### 10 Signature

I confirm that the above information is correct.

Signature of Applicant

Date

D	D	M	M	Y	Y
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Data Protection Act 1998 –The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging 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 Children, Schools and Families, Business and Enterprise Department, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/dataprotection](http://www.lsc.gov.uk/providers/Data/help/dataprotection).

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Please return the completed form to: Central Admissions Unit, York College, Sim Balk Lane, York YO23 2BB

## 12 Personal Statement (this section must be completed)

Please provide a brief statement about how the course(s) for which you are applying will help you achieve your aims. The following headings may help you complete this section

I am interested in the course(s) applied for because ...

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What do you think you might do after you have finished your course?

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Please add any information you wish under the following headings

1. Achievements (eg Duke of Edinburgh, sporting achievements, etc.)

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2. Work Experience/Voluntary Work

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3. What you do in your free time

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COLLEGE STAFF USE ONLY		Date Rec'd in CAU:	Ref 1 request sent	Ref 1 returned
1	Interview Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Time	<input type="text"/>		
	Date letter/email sent	<input type="text"/>	Ref 1 enclosed	<input type="text"/>
	UTA	<input type="checkbox"/>	Ref 2 request sent	<input type="text"/>
	DNA	<input type="checkbox"/>	Ref 2 returned	<input type="text"/>
		Course Title	Code	Firm offer Yes or No
		Conditional offer Yes or No	Date offer letter sent	
2	Interview Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Time	<input type="text"/>		
	Date letter/email sent	<input type="text"/>		<input type="text"/>
	UTA	<input type="checkbox"/>		
	DNA	<input type="checkbox"/>		
3	Interview Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Time	<input type="text"/>		
	Date letter/email sent	<input type="text"/>		<input type="text"/>
	UTA	<input type="checkbox"/>		
	DNA	<input type="checkbox"/>		
4	Interview Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Time	<input type="text"/>		
	Date letter/email sent	<input type="text"/>		<input type="text"/>
	UTA	<input type="checkbox"/>		
	DNA	<input type="checkbox"/>		
DNA letter sent		<input type="text"/>	Careers letter sent	<input type="text"/>
Date withdrawn		<input type="text"/>	CRB	<input type="text"/>
			Kit List	<input type="checkbox"/>
			Enrolment information sent	<input type="checkbox"/>
Interviewer's signature (1st Interview)			Interviewer's signature (2nd Interview)	
<input type="text"/>			<input type="text"/>	

Student Ref OFFICE USE	
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Name of Applicant	Date of Birth <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		

Course(s) applied for		

## 11 Reference

**To the referee**

The college would be pleased if you could complete this section outlining your view on the suitability of the applicant for the course(s) chosen. When complete, please return to **Central Admissions Unit, York College, Sim Balk Lane, York YO23 2BB.**

**Assessment of potential (please tick)**

<p><b>Motivation:</b>      Good <input type="checkbox"/>    Average <input type="checkbox"/>    Poor <input type="checkbox"/></p> <p><b>Attitude to Learning:</b>    Good <input type="checkbox"/>    Average <input type="checkbox"/>    Poor <input type="checkbox"/></p>	<p><b>General Behaviour:</b>    Good <input type="checkbox"/>    Average <input type="checkbox"/>    Poor <input type="checkbox"/></p> <p><b>Punctuality:</b>            Good <input type="checkbox"/>    Average <input type="checkbox"/>    Poor <input type="checkbox"/></p> <p><b>Attendance:</b>              Good <input type="checkbox"/>    Average <input type="checkbox"/>    Poor <input type="checkbox"/></p>
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**Please add any additional information you feel necessary / important / appropriate in support of the application.**

Suitability for the course applied for .....

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General quality of work .....

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Involvement in extra curricular or outside activities .....

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.....

Any additional information (eg. include any indications of SEN/social needs) .....

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.....

Has the student ever been excluded from school? (Y/N) .....

Is the student currently the subject of disciplinary action? (Y/N) .....

**Referee name** .....

(I confirm the predicted/actual grades in Section 4 are correct)

**Referee signature** .....

**Date**

D	D	M	M	Y	Y
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**Address** .....

..... **Telephone** .....

**email address** .....

Dear Sir / Madam

Please find on the reverse side of this letter a pro-forma to be completed to support the named applicant who has applied to attend a programme of study at York College.

We would be grateful if you could complete the sections outlining your view of the suitability of the applicant for the courses chosen.

When completed, please return to:

**Central Admissions Unit**  
**York College**  
**Sim Balk Lane**  
**York YO23 2BB**

Many thanks for taking the time to complete this request on behalf of the applicant.

Yours faithfully



Dr Alison Birkinshaw  
Principal and Chief Executive

# Guidance notes for application form

**It is important that you read these notes carefully in order to complete your application form correctly and clearly. Each section provides a step by step guide explaining exactly what information is required and how it should be written down. Please complete all sections of this form.**

Before filling in the form it is important that you have consulted the relevant course information in the York College Prospectus (16 to 19 or part-time) or the web pages ([www.yorkcollege.ac.uk](http://www.yorkcollege.ac.uk)). Discuss your career plans with family, school tutors or careers adviser. This will help you to make an informed decision about your course choice.

The application form is the first step to receiving an initial advice and guidance interview. Whilst it is important to select carefully the course you wish to apply for, there are many opportunities to change your choice of course, in the light of further guidance, throughout the application procedure.

## **Section 1: Personal Details**

Please fill in your personal details clearly in block capitals.

Your personal email and personal mobile number are important to us as we will be contacting you via text and email with all the up-to-date information on your college application.

When filling in your date of birth please give the day, month and the year as detailed in the following example: 4th July 1992 should be written 04 07 92.

## **Section 2: Courses Applied For**

### **Section 2a**

This should be completed by students who are applying for full-time programmes of study. If you wish to be considered for both Work-based Learning (WBL) and full-time courses you will need to fill in an additional green WBL Apprenticeship Application Form. For further information and guidance please refer to the York College 16 to 19 prospectus. If you are undecided between a few courses, please list them in priority order, being careful to write down the course titles exactly as they are written in the prospectus, giving the level of study. Check the qualifications needed or talk to your careers adviser if you are unsure.

### **Section 2b**

**The Sports Development Centre is available to talented male and female players aged between 16 and 19 years. All those selected will follow a full-time education programme as well as receiving expert coaching. (It is important that you complete section 2b).**

### **Section 2c**

Please indicate the month and year in which you hope to commence your course. See example in brackets.

### **Section 2d**

Please indicate if you have already attended a course at York College, and specify which course and level.

## **Section 3: Educational Details**

Please write down details of your last school or college attended prior to this application.

## **Section 4: Qualifications**

Please write down the qualification, subject and year of any exams already taken, or about to be taken. **Estimated grades should be filled in by your teacher.** If you already know your actual grade please fill in this section yourself.

## **Section 5a: Reference**

This section asks for the name and address of one referee.

This should be someone who is able to comment on your academic ability e.g. school tutor, or if you are a mature student you could use a previous or current employer. There is a reference form provided in section 11, which can be detached and sent to a referee if you are a mature student. The referee should then complete the information required and post back to York College Central Admissions Unit.

**Please note for Child Care and Health & Social Care courses a Criminal Records Bureau (CRB) check will be necessary. This will take place before your course starts or during your course if you start a work placement. There will be a charge for this.**

### **Section 5b: Criminal Conditions/Young Offenders Register**

The college requires you to say on your application form whether you have any criminal convictions or appear on the Young Offenders Register. Not including:

- A motoring offence that you received a fine or three penalty points for; or
- A spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except if you wish to apply for Child Care, Teaching or Health and Social Care courses.

An unspent criminal conviction does not necessarily preclude you from entry to a course.

A second reference will be required if any of the first four boxes are ticked. This will be discussed at interview.

The college may then ask you for more details.

### **Section 6a: Support with your Learning**

This information is collected so that we are aware of any additional support you may need. If Yes, please tick the relevant box(es) below so that we can contact you to talk about types of support that can be provided.

### **Section 6b: Child Care Support**

Please tick the YES box if you would benefit from information and support regarding child care.

### **Section 7: Financial Support**

Please indicate whether you would like further information on financial support.

### **Section 8: Equality Policy**

Tick which box you think best describes yourself. The information is not used as part of any decision connected with your application, but helps us to monitor our equality policy.

### **Section 9: College Commitment to Disabled People**

It is important that you are aware of the college's commitment to ensuring that disabled people, and those with learning difficulties and/or disabilities are treated fairly. Please read the following statement carefully, and then sign to confirm that you have read and fully understood the college's commitment.

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York College is committed to ensuring that disabled people, including those with learning difficulties, can access, participate and succeed in their learning. We will make all reasonable adjustments to ensure that disabled people are not substantially disadvantaged. Please make sure that we know what you need so that we can make reasonable adjustments to help you succeed.

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### **Section 9a: Declarations**

This section asks if you have read and understood the college commitment to disabled people as above.

### **Section 10: Signature**

### **Section 11: Reference**

Students should fill in their name and course(s) applied for in the boxes provided at the top of the page.

Students who are still at school should pass the completed application form to their teacher in order for them to fill in their reference and estimated GCSE grades. Mature students may wish to detach this page in order to pass the reference pro-forma to their chosen referee.

### **Section 12: Personal Statement (This section must be completed)**

Please fill in the different sections with as much detail as possible. This gives us an insight into what you hope to do in the future and helps to give us a more rounded picture.

Please return your completed form to:

**Central Admissions Unit**  
**Sim Balk Lane**  
**York**  
**YO23 2BB**

An acknowledgement text or card will be sent to you promptly advising you that interview information will be emailed or posted to you within 14 working days of receipt of your application form.

**York College reserves the right to refuse admission to a course where it has reasonable grounds for presuming that such an enrolment would not be in the best interests of the college.**

**All documents can be made available in alternative formats.**

