

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

Postcode

Minicom

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

Country of Normal
Residence (if not UK)If yes, please state
date of entry to UKNon EU National
Please state your immigration status

Please attach photocopy of passport details plus entry / visa stamp

2a Courses Applied For (Full-time)

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

Course Title (eg. L3 Extended Diploma BTEC Uniformed Public Services)

2b How did you find out about the course you are applying for?

 Website Local Radio Course Guide School Open Events Local Paper Other, please state

2c(i) Sports Development Centre Applicants

 Rugby Football Basketball Preferred Position(s)

Previous Playing Experience

2c(ii) Music Development Centre Applicants

 Yes (Please tick box) Instrument

Level

2d Start Date

When do you wish to start?

eg. (09 / 2012)

2e Have you attended or applied for a course at this college before?

 Yes No

Please specify which course and when

6 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/Dyscalculia 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"/>	Aspergers Syndrome <input type="checkbox"/>
Moderate Learning Difficulty <input type="checkbox"/>	Severe Learning Difficulty <input type="checkbox"/>	Multiple Disability <input type="checkbox"/>	Multiple Learning Difficulties <input type="checkbox"/>	Emotional/ Behavioural Issues <input type="checkbox"/>
Literacy <input type="checkbox"/>	Maths <input type="checkbox"/>	English for Speakers of Other Languages <input type="checkbox"/>	Other <input type="checkbox"/>	

Please give details, including preferred method of contact:

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

--	--	--	--

7 Child Care Support

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

8 Equal Opportunities Monitoring

Please tick which group best describes your ethnic background. These groups are in line with current legislation requirements (For statistics purpose only)

White	Asian or Asian British	Black or Black British	Mixed	Chinese or Other
<input type="checkbox"/> White - British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Chinese
<input type="checkbox"/> White - Irish	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Other - please specify here
<input type="checkbox"/> Other White background	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other Black background	<input type="checkbox"/> White & Black Caribbean
<input type="checkbox"/> Prefer Not to Disclose	<input type="checkbox"/> Other Asian background		<input type="checkbox"/> Other Mixed background

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)

(Please complete section 12 overleaf)

10 Signature

I confirm that the above information is correct.

Signature of Applicant

Date

--	--	--	--

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at: <http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm> and <http://www.learningrecordservice.org.uk/documentlibrary/documents/Code-of-Practice-for-Sharing-of-Personal-Information.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

It is a condition of enrolment for any student, of any age, that they recognise the College's power to search and that they will co-operate with College staff in the implementation of this policy. Further information is available from the College's Policy and Guidance on the Power to Search Students document.

York College has a Safeguarding Policy that conforms to the Local Safeguarding Children Board (LSCB) policy and guidance.

The safeguarding of young people and vulnerable adults is fully embraced by all York College staff and underpins the college's values.

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

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

Please complete all sections in BLOCK CAPITALS and BLACK INK (tick where appropriate)



Student Ref OFFICE USE	
---------------------------	--

Name of Applicant	Date of Birth <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					

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 **Admissions Team, York College, Sim Balk Lane, York YO23 2BB.**

Assessment of potential (please tick)			General Behaviour: Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>		
Motivation:	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	Punctuality:	Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>
Attitude to Learning:	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	Attendance:	Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>

Please add any additional information you feel necessary / important / appropriate in support of the application.

Suitability for the course applied for _____

General quality of work _____

Involvement in extra curricular or outside activities _____

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

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

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

Referee name _____ **Position** _____
 (I confirm the predicted/actual grades in Section 4 are correct)

Referee signature _____ **Date**

--	--	--	--	--

Address _____

Telephone _____

Email address _____

How We Use Your Personal Information
 The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at: <http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm> and <http://www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>
 At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.
 It is a condition of enrolment for any student, of any age, that they recognise the College's power to search and that they will co-operate with College staff in the implementation of this policy. Further information is available from the College's Policy and Guidance on the Power to Search Students document.

12 Personal Statement (this section must be completed)

Please provide a brief statement about how the course(s) you are applying for 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 ...

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

Please add any information you wish under the following headings

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

2. Work Experience/Voluntary Work

3. What you do in your free time

COLLEGE STAFF USE ONLY

1 Interview Date Time

Date letter/email sent UTA

DNA

Date Rec'd in Admissions:

Ref 1 request sent

Ref 1 returned

Ref 1 enclosed

Ref 2 request sent

Ref 2 returned

2 Interview Date Time

Date letter/email sent UTA

DNA

3 Interview Date Time

Date letter/email sent UTA

DNA

4 Interview Date Time

Date letter/email sent UTA

DNA

DNA letter sent

Date withdrawn

Course Title	Code	Firm offer Yes or No	Conditional offer Yes or No	Date offer letter sent <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Careers letter sent

CRB

Kit List

Enrolment information sent

New Student Day

Interviewer's signature (1st Interview)

Interviewer's signature (2nd Interview)



Dear Sir / Madam

The person named on the other side of this form has applied to do a course at York College. They have listed you as a referee who will support their application.

We would be grateful if you could complete the reference (Section 11) outlining your view of the suitability of the applicant for the courses chosen.

When completed, please return to:

Admissions Team
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

A handwritten signature in black ink, appearing to read "A. J. M." followed by a long horizontal flourish.

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 Course Guide or the web pages (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 Course Guide. 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 course guide, giving the level of study. Check the qualifications needed or talk to your careers adviser if you are unsure.

Section 2b

Please state, by ticking one or more boxes, how you found information about your chosen course(s).

Section 2c(i)

The **Sports Development Centre** is available to talented athletes aged between 16 and 19 years. All those selected will follow a full-time education programme as well as receiving expert coaching.

Section 2c(ii)

Information on the **Music Development Centre** can be found in the Course Guide, or on the York College website.

Section 2d

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

Section 2e

Please indicate if you have already attended or applied for a course at York College, and specify which course and when.

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 Admissions Team.

Please note for Child 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 6: 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 7: Child Care Support

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

Section 8: Equal Opportunities Monitoring

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

The college is committed to equality for all and widening participation for disabled students and ensuring that all students have access to a high quality learning experience.

To help us achieve this please make sure that you let us know what you need so we can make reasonable adjustments to help you succeed.

Section 9a: Declarations

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

The safeguarding of young people and vulnerable adults is fully embraced by all York College staff and underpins the college's values.

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:

**Admissions Team
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.