

Guidelines for Application 2010

Please complete ALL of the sections on the application form to help with the smooth running of the application processing.

If you are hand writing the application, please complete in BLOCK capitals for clarity and please use black or blue ink.

You can now complete the application form online. Once you have completed all the sections, print it off and give to your schools head of year to complete the reference and then post it to us.

Application Form Guidelines

Contact Details:

- Please state clearly your full name, your family name and forename(s). (Your name should match the name your school has as this is what will be on your certificates)
- Your Date of Birth as on your Passport/ Birth Certificate. If you are completing the form online, use the drop down boxes to select the dates.
- Full address including post code and home telephone number. If your contact details change once you have submitted your application form, please inform the Student Information Centre on 0208 523 3544 Ext 3400 as soon as possible as we will be using the details provided to contact you.
- Your mobile number. Please inform us if you change your mobile number once you have submitted your application as we will send you reminder texts for any appointment we book for you.
- Your Nationality - Your Nationality can be found on your Passport. If your Nationality is not British, please attach a copy of your most recent Passport/Visa/Home Office Documents. This will not affect your application.
- Date of Arrival in the UK - If you were not born in the UK then please provide the Date of Arrival in the UK.
- Have you been living in the UK or EU within the last 3 years? - Please tick one box
- Are you an Asylum Seeker? Are you a Refugee? Please tick one box

Parent/Guardian:

- Please give the name of one Parent/Legal Guardian.
- We also require the name and mobile contact number of one person (preferably a parent/ guardian) in the case of an emergency.

Present or most recent education:

- We need the name of your current or most recent school/college plus date of attendance.
- If less than 3 years at current school/college please give name and dates of previous institution.

Courses you want to study:

- Please refer to the prospectus for full details on all the courses on offer at our college and the entry requirements.
- List clearly in order of preference which course/s and level you wish to study (follow the example given on the application form).
- If you are applying for a BTEC course you should only choose ONE subject.
- If you are applying to study A Level's, you should select FOUR subjects.

Ethnic Monitoring:

- Please tick one box only. We only use this information to monitor how effective our Equal Opportunities Policy is.

Educational Support Needs:

- We are dedicated to supporting anyone with additional learning support needs. Disclosing a support need will not affect your application.

Previous Qualifications:

- List the qualifications you have already taken/ achieved. Your teacher will put your estimated grades on the reference form. *Please remind them to do this.*

Please tell us about yourself:

- Write a short statement (about one paragraph) stating why you wish to follow your chosen course and your career aims. Also state any part-time work, work experience, interests etc, you have.

Criminal Record:

- Please note if you indicated 'Yes', further information may be requested.

Checklist:

- Please use the checklist to make sure your application is complete before it is sent back to us. A complete application will help process the application more smoothly and efficiently.

Statement of Applicant:

- Please read the statement - then sign and date. If you are under 18 your Parent/Legal Guardian must also sign the application form. You can sign the application form electronically by clicking on the arrow within the signature box and following the simple instructions.

Important Dates:

- Important dates for your diary. Please keep a note of these somewhere safe.

Reference:

- Hand your completed application form to your Head of Year/Tutor who will arrange for the reference section to be completed. It is essential ALL sections are completed, the reference signed by your referee and stamped with your school/college stamp. Your Application cannot be processed without a completed school/college reference.