

Application Form

Please complete this form clearly in black pen and use block capitals.

About you

Unique Learner Number (ULN) if known

Legal Name (as Passport/Birth Certificate)

Surname/family name

First name(s)

Title (Mr/Mrs/Miss/Ms)

Date of birth

Age on 31 August in year of entry Male Female

Nationality

English Scottish Welsh N. Irish

Other

In which country do you normally live? (if not the UK)

Your address

Postcode

Contact details/email

Home tel

Mobile

We will be sending text reminders so it is important that the student provides us with their personal mobile number.

Email

All communication will be sent electronically therefore we MUST have an email address for each student.

Parent / Guardian Email

By providing this you agree to us sharing your non-sensitive data and College communication with this person.

Residence – This section must be completed by all students*

Is English your first language? Yes No

Have you been resident in the UK/EU for the last three years? Yes No

Are there any immigration restrictions on how long you can stay in the UK? Yes No

Are you registered as an Asylum Seeker? Yes No

Was your purpose for entering the UK/EU mainly to receive full-time education? Yes No

*Note: you may be required to provide further documentary evidence of your status in the UK.

Date of arrival in the UK/EU

Visa expiry date

Ethnicity and belief – the College is committed to equality of opportunity. Please tick the boxes that apply to you:

▲ Ethnicity

White

- 31 English / Welsh / Scottish / Northern Irish / British
32 Irish
33 Gypsy or Irish Traveller
34 Any other White background

Mixed / Multiple ethnic group

- 35 White and Black Caribbean
36 White and Black African
37 White and Asian
38 Any other mixed / multiple ethnic background

Asian / Asian British

- 39 Indian
40 Pakistani
41 Bangladeshi
42 Chinese
43 Any other Asian background

Black / African / Caribbean / Black British

- 44 African
45 Caribbean
46 Any other Black / African / Caribbean background

Other ethnic group

- 47 Arab
98 Any other ethnic group

◆ Belief

- 01 No religion
02 Buddhist
03 Christian
04 Hindu
05 Jewish
06 Muslim
07 Sikh
08 Other
09 Prefer not to say

◆ **Support for your course:** If you tick the box below someone from Learner Services will contact you.

Tick this box if you would like advice or support for any of the following: dyslexia, disability, sight/hearing impairment, mental health, medical conditions, special arrangements for exams, help with Maths, English, language, childcare, finance, welfare.

▲ Do you consider yourself to have a disability and/or learning difficulty and/or health problem? Yes No

Present or most recent school/college

Postcode

Please tick here if you have a National Record of Achievement

Have you attended the College through a schools link programme? Yes No

If so, which year?

Your choice

You **must** enter the title, level and preferred centre of your course or Apprenticeship.

The Admissions team will deal with your application as quickly as possible. An interview or interviews will be arranged for you.

1st choice

Occupational area e.g. plumbing, hairdressing etc

Level

Preferred College Centre

2nd choice (not compulsory)

Occupational area e.g. plumbing, hairdressing etc

Level

Preferred College Centre

Do you know of a company who may want to employ you as an apprentice? If so, please provide their name, address and phone number.

 Postcode

Telephone

Please explain briefly why you have chosen your occupational area. We ask you to do this only to check you will achieve the appropriate qualifications for what you want to do in the future.

Qualifications

If you have any qualifications please list them here, or if you are working towards your qualifications please list any predicted results.

If you are not a UK resident you must send copies of your qualifications (including English Language) translated into English with your application.

Subject e.g. English, Maths etc	Level e.g. GCSE, NVQ 2, A Level etc	Month/year completed or expected to complete	Results (if known)	Predicted results (if known)
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If you have a criminal conviction and are required by law to disclose this information please tick the box below and someone from College will contact you. If you need further advice please call Learner Services on 0117 312 5000.

Your signature

Date

I declare that the information I have disclosed is true and accurate to the best of my knowledge.

Parent/guardian signature if under 18

Privacy Statement 2015/2016 – How we use your personal information

As Data Controller, the College will share non-sensitive personal information with other organisations as set out on its Data Protection registration. Further information is available on the College website: www.cityofbristol.ac.uk/privacy-statement

♦ Sensitive personal information you provide may be used by the College for the purposes of equality of opportunity, support for your studies and to minimise risk. It may also be used anonymously for statistical purposes. The College will obtain your specific agreement before sharing sensitive information with other organisations.

As Data Processor for the Skills Funding Agency, the College will pass the personal information and some of the sensitive information (shown by ▲) to the Chief Executive of Skills Funding ("the Skills Funding Agency") and the Department for Business, Innovation and Skills (BIS).

Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research. You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

You can opt out of contact for other purposes by ticking any of the following boxes if you **do not** wish to be contacted:

- About courses or learning opportunities About College news and events For surveys and research
 By post By phone By email

This does not affect how City of Bristol College will contact you – we reserve the right to contact you about course related matters.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: www.gov.uk/government/publications/sfa-privacy-notice

Your learning may be directly or indirectly part-financed by the European Social Fund.

Thank you for completing this form. It will enable us to plan for the diverse needs of our students. Please take the completed form to your nearest College centre (see the back of the course guide or our website for details) or post it to: Learner Services, City of Bristol College, PO Box 3158, Bristol BS6 9JS For other enquiries: call 0117 312 5000, email enquiries@cityofbristol.ac.uk or visit www.cityofbristol.ac.uk