

School Leaver 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

Your address

 Postcode

Nationality
English Scottish Welsh N. Irish
Other
In which country do you normally live? (if not the UK)

Contact details/email
Home tel
Mobile
Email
Parent / Guardian Email
We will be sending text reminders so it is important that the student provides us with their personal mobile number.
All communication will be sent electronically therefore we MUST have an email address for each student.
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
Date of arrival in the UK/EU
Visa expiry date
**Note: you may be required to provide further documentary evidence of your status in the UK.*

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

▲ Ethnicity

White 31 <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British 32 <input type="checkbox"/> Irish 33 <input type="checkbox"/> Gypsy or Irish Traveller 34 <input type="checkbox"/> Any other White background	Mixed / Multiple ethnic group 35 <input type="checkbox"/> White and Black Caribbean 36 <input type="checkbox"/> White and Black African 37 <input type="checkbox"/> White and Asian 38 <input type="checkbox"/> Any other mixed / multiple ethnic background	Asian / Asian British 39 <input type="checkbox"/> Indian 40 <input type="checkbox"/> Pakistani 41 <input type="checkbox"/> Bangladeshi 42 <input type="checkbox"/> Chinese 43 <input type="checkbox"/> Any other Asian background
Black / African / Caribbean / Black British 44 <input type="checkbox"/> African 45 <input type="checkbox"/> Caribbean 46 <input type="checkbox"/> Any other Black / African / Caribbean background	Other ethnic group 47 <input type="checkbox"/> Arab 98 <input type="checkbox"/> Any other ethnic group	

◆ Belief

01 <input type="checkbox"/> No religion 02 <input type="checkbox"/> Buddhist 03 <input type="checkbox"/> Christian	04 <input type="checkbox"/> Hindu 05 <input type="checkbox"/> Jewish 06 <input type="checkbox"/> Muslim	07 <input type="checkbox"/> Sikh 08 <input type="checkbox"/> Other 09 <input type="checkbox"/> Prefer not to say
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◆ 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)
<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"/>
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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