

# APPLICATION FOR ADMISSION TO A PART-TIME COURSE

**We welcome applications from all who would like to study at Chelmsford College**

## **Equal Opportunities**

Chelmsford College recognises that there are abilities in all members of the community. We seek to ensure that all at the College feel valued and able to fulfil their potential.

**If you require any assistance in completing this form please contact the Information Centre on 01245 293031.**

**PLEASE COMPLETE BOXES 1 TO 10 ON PAGES 2, 3 and 4 IN FULL.**

**For box 9,** please look through the website or course specific booklet first and list the course(s) you would like to follow.

## **Employer Sponsor Payment**

If your course fees are being paid by your employer you will need to complete the Employer Information Form and return it to the College with this application form. For further details please refer to the Employer Sponsor Payment section of the guide.

## **Receipt of Application**

We will send you an acknowledgement email confirming receipt of your application.

You will need to bring the following to enrolment:

- Proof of qualifications achieved specified under entry requirements
- Driving Licence, Passport or National Insurance card
- Payment, either cash/cheque/credit card or signed Employer Information Form
- Relevant benefit details if applicable (see Free Tuition)

Completion of this application form does not guarantee your place on a course.

**Please send completed application forms to:**

**Part Time Course Admissions, Chelmsford College, Moulsham Street, Chelmsford, CM2 0JQ.**

## **OFFICE USE ONLY**

**Date received**

**Student Ref No.**

**1**

**Your Personal Details:** Please complete using black ink in BLOCK CAPITALS.  
 If you require help in completing this form please contact us on 01245 29 30 31  
 or e-mail: [information@chelmsford.ac.uk](mailto:information@chelmsford.ac.uk)

Title: Mr/Mrs/Miss/Ms: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Names: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Gender:  Male  Female  
 Telephone No: Home: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 National Insurance No: \_\_\_\_\_ Car Registration: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Contact in case of an emergency: Name: \_\_\_\_\_  
 Telephone No: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
 Are you currently studying an apprenticeship?  Yes  No

**2**

**Criminal Convictions**

Do you have a Criminal Conviction?  Yes  No

If 'Yes' you will be asked to complete a Self Declaration Form. This information is only required to assist us to fulfil our responsibilities to assess any potential risk to the large number of young students in the College and will be treated in confidence.

**3**

**Individual Needs**

The need for additional support may arise from a learning difficulty or disability, or from literacy, numeracy or language support requirements. They may also arise from mental ill health, emotional behavioural or a medical condition.

Would additional support help you successfully achieve your learning goals?  Yes  No

If yes, we will send you a confidential questionnaire. (You may be required to attend an interview with the Learning Support Team)

Would you like any additional help at enrolment? If yes, we will contact you to discuss how we can help.  Yes  No

Looked after children: Are you in care or have you just left care?  Yes  No

**4**

**Ethnic Origin: Please tick the box that applies to you.**

The college's funding bodies requires the College to collect information about the ethnicity of its students. This information is also vital to the College's own equal opportunities monitoring.

- |   |  |   |
|---|--|---|
| 31 <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British | 37 <input type="checkbox"/> White and Asian                              | 44 <input type="checkbox"/> African   |
| 32 <input type="checkbox"/> Irish   | 38 <input type="checkbox"/> Any other mixed / multiple ethnic background | 45 <input type="checkbox"/> Caribbean                                       |
| 33 <input type="checkbox"/> Gypsy or Irish Traveller                              | 39 <input type="checkbox"/> Indian                                       | 46 <input type="checkbox"/> Any Other Black / Africa / Caribbean background |
| 34 <input type="checkbox"/> Any other White background                            | 40 <input type="checkbox"/> Pakistani                                    | 47 <input type="checkbox"/> Arab  |
| 35 <input type="checkbox"/> White and Black Caribbean                             | 41 <input type="checkbox"/> Bangladeshi                                  | 98 <input type="checkbox"/> Any other ethnic group                          |
| 36 <input type="checkbox"/> White and Black African                               | 42 <input type="checkbox"/> Chinese                                      | 99 <input type="checkbox"/> Not provided                                    |
|   | 43 <input type="checkbox"/> Any other Asian background                   |   |

**5**

**Status: Have you always lived in the UK?**  Yes  No **If no, please provide the following information:**

Nationality: \_\_\_\_\_

When did you move permanently to the UK? Please give exact date: \_\_\_\_\_

In which country did you live permanently before coming to the UK? \_\_\_\_\_

Are there any restrictions on your stay in the UK?  Yes  No

**Please state any restrictions (e.g. limited leave to remain):** \_\_\_\_\_

Passport and immigration documents must be provided if you have not always lived in the UK.

6

**Prior Education:** Please tick one of the boxes to indicate your highest level of educational achievement prior to starting this current programme (if you require help in completing this question please contact us on 01245 29 30 31 or e-mail: admissions@chelmsford.ac.uk)

- 07  Level 0 e.g. Number/Word Power
- 01  Level 1 e.g. GCSE at D–G
- 02  Level 2 e.g. 5x GCSE at C or above
- 03  Level 3 e.g. 2x A Levels, National Diploma
- 04  Level 4 e.g. First Degree or HND
- 05  Level 5 e.g. Higher Degree
- 97  Other qualification not known
- 98  Not known
- 99  No qualification

Previous establishment: please state the name of the last school or college you attended (previous 5 years):

Chelmsford College    None    Other (please state): \_\_\_\_\_

7

**Qualifications:** Please list previous qualifications achieved or relevant vocational experience:

| Subject | Level | Grade | Date (MM/YY) |
|---------|-------|-------|--------------|
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |
| _____   | _____ | _____ | ____/____    |

8

**Employer Details:** Please supply a contact at your place of work. This is helpful if we need to contact you during work hours. This address is not used for invoicing.

Work Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

9

**Course Information:** Please list the course(s) you wish to apply for:

Course Title: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Title: \_\_\_\_\_

If you require Careers Advice and Guidance please contact the college on 01245 29 30 31.

## Enrolment Dates

You will have the opportunity to book your enrolment appointment online. Details of how to enrol will be sent to you nearer the time.

## Data Protection Declaration

In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. You are asked to consent to this processing below. Should you refuse consent, we will be unable to progress with your application further.

I confirm that I have read the notes on how my data will be stored and used, and give my consent for it to be processed in this way.

We would also like to keep in contact with you both in relation to this application and to offer up to date information on our events, programmes of study and short courses. Please indicate below the contact details we may use to provide this information to you.

-  By post
-  By landline phone
-  By mobile phone
-  By email

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this form to:**  
**Part Time Course Admissions, Chelmsford College, Moulsham Street, Chelmsford, CM2 0JQ.**