

# APPLICATION FOR ADMISSION TO A FULL-TIME COURSE

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

## PLEASE COMPLETE ALL SECTIONS IN FULL

For part 7 please check the website or prospectus and list the course you would like to follow using the full course title.

A 1st choice must be selected, however it is not compulsory to choose a second choice.

## ON COMPLETION

After your application is received the admissions team will email you with a link to a presentation for you to watch and an invitation to a course discussion which will be either by telephone or teams.

After your course discussion we will write to you letting you know if you have been accepted on the course with details of your offer and any relevant information.

Reply to accept your place by the date stated in your offer letter and you will receive your enrolment details at the end of July. Enrolment commences straight after August GCSE results day; we cannot guarantee your place if you do not enrol on the date given in your enrolment letter. You will not be able to enrol without proof of all your qualifications.

Once you have enrolled you become a member of Chelmsford College.

If you are 19 or over and applying for a course that is eligible you will be sent information regarding how to apply for an advanced learning loan.

If you have international qualifications they must be NARIC processed – [www.naric.org.uk](http://www.naric.org.uk)

**Please send completed application forms to:**

**Course admissions, Chelmsford College, Moulsham Street, Chelmsford CM2 0JQ.**

Alternatively, you can complete the online application form via the College website [www.chelmsford.ac.uk](http://www.chelmsford.ac.uk)

## 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.



## OFFICE USE ONLY

Date received

Student Ref No.

Please complete ALL sections using black ink in BLOCK CAPITALS.

1

### Your Personal Details:

Title: Mr/Mrs/Miss/Ms: \_\_\_\_\_ Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Telephone No: Home: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

\_\_\_\_\_

Postcode: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

Please tick this box if you have already been either a full-time or part-time student at Chelmsford College

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 medical conditions.

Do you have a learning difficulty or disability?  Yes  No

If yes, please refer to our website for more information about how to access learning support.

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  English / Welsh / Scottish / Northern Irish / British

32  Irish

33  Gypsy or Irish Traveller

34  Any other White background

35  White and Black Caribbean

36  White and Black African

37  White and Asian

38  Any other mixed / multiple ethnic background

39  Indian

40  Pakistani

41  Bangladeshi

42  Chinese

43  Any other Asian background

44  African

45  Caribbean

46  Any Other Black / Africa / Caribbean background

47  Arab

98  Any other ethnic group

99  Not provided

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

**How did you hear about the College?** \_\_\_\_\_

Name & address of present School, College or Employer: \_\_\_\_\_

\_\_\_\_\_

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

7

**Proposed Course: You may be interviewed for more than one course, BUT you can only ACCEPT one offer.**

**1<sup>st</sup> Choice** Course Title: \_\_\_\_\_

**It is not compulsory to apply for a second choice** (you may do so at a later date).

**2<sup>nd</sup> Choice** Course Title: \_\_\_\_\_

8

**Previous Schools or Colleges attended** this information will be used to obtain an academic reference.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Examinations already taken

Subject	Level (e.g. GCSE)	Year	Result

Any further examination results to be put on extra paper and attached to this form.

## Examinations to be taken this year

Subject	Level (e.g. GCSE)	Expected Result

**Career intentions** What do you hope to do in terms of employment and/or further study after you have completed the course?

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**Other relevant information** Is there any other information you wish to give that will assist us in your application?  
Please continue on a separate sheet if necessary.

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### 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

Signature:	Date:
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