

# Application Form - 10/11

For all full time courses and part time courses needing an interview

**Barnfield**

setting the standard

## COMPLETING THE BARNFIELD COLLEGE APPLICATION FORM

These guidance notes are to help you complete all sections of this application form. Please read each section carefully before completing the form. The notes refer to the corresponding section on the form.

### SECTION 1: YOUR DETAILS

If any of your details change after you have sent your application form, please notify Barnfield College as soon as possible.

#### Declaration of Unspent Criminal Convictions

Having a criminal record will not necessarily bar you from a place on a college course. If you say "YES" you will be asked to complete a **confidential** form. A judgement will then be made on the information provided. If you fail to reveal an unspent criminal conviction this will end any learning agreement which may have subsequently been made with the College. If you become involved in a criminal investigation or you are convicted of a criminal offence **after** you have applied to the college you must tell us.

### SECTION 2: COURSE DETAILS

#### Course Title and Code

Please use the current Full-Time or Part-Time Prospectus to complete this section. For the title use the course title given in bold letters at the start of the course description. Please take particular care to be accurate with the Code numbers. You will be invited to interview for each course you put down as your choice. If you wish to apply for more than 2 courses please use another Application Form.

#### Learning Support

If you tick any of the learning support boxes this will have no bearing on whether you are accepted at Barnfield College. It will help us to ensure we provide you with appropriate facilities for your pre-entry interview and will enable us to discuss with you any needs you may have.

### SECTION 3: QUALIFICATIONS

If you are still in education please get your School/College to complete this section. This section is for any exams already taken and qualifications already achieved as well as those you are going to take. Applicants who are not in education and have a large number of entries are invited to send in qualification details on a separate sheet if necessary.

### SECTION 4: CAREER DETAILS

#### How will the course fit your career plans?

Use this space to tell us why you have chosen a particular course or courses. You can include here, people who have influenced you or if you have had the chance to try aspects of the course at any taster sessions or through relevant previous study.

### SECTION 4: CAREER DETAILS (CONTINUED)

Also use this space to highlight your current career ideas or what you hope the course you have chosen will lead to. You can also tell us of any further college or higher education options you may be considering after you have completed your chosen course.

#### Recent employment history / work experience

Tell us here about any full or part time jobs you may have had. Also mention any work experience or work shadowing undertaken. This does not necessarily have to be related to your course choices. If you are not in education please use this space to record your current or most recent employment.

#### Your interests and leisure activities.

This section allows you to tell us a bit more about yourself. It gives us useful information for discussion at your interview and a more rounded picture of you as a person.

### SECTION 5: REFERENCES

**All applicants are requested to supply a reference. References are very useful to us and along with the interview help us decide if the course is right for you. References should be firmly attached to this form.**

### SECTION 6: CHECKLIST

**Please confirm you have followed the checklist.**

#### DATA PROTECTION STATEMENT

"Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/](http://www.lsc.gov.uk/providers/Data/help/) and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes."

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND PUT AN 'X' IN THE BOXES AS APPROPRIATE.**

**1 Your Details**

\* Have you previously attended / applied to Barnfield College?  Yes  No

\* Title Mr  Mrs  Miss  Ms

\* Surname / Family Name

\* Forename

\* Date of Birth  /  / 19   (DD/MM/YYYY)

Term Time Address

\* House number / name

\* Street Name

\* Town

\* County

\* Postcode

\* Home Telephone (  )

\* Mobile Telephone  Giving your mobile number gives us permission to contact you by text

\* E-mail Address

\* Are you a UK citizen or a citizen of the EU?  Yes  No

\* In which country have you normally lived in over the past 3 years?

\* Is there a time limit on your stay within the UK?  Yes  No (See Guidance Notes: Declaration of Unspent Criminal Convictions)

\* Do you have any unspent criminal convictions?  Yes  No

\* To which ethnic group do you consider yourself to belong:

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White British
<input type="checkbox"/> Black African	<input type="checkbox"/> Asian - Other	<input type="checkbox"/> White Irish
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Mixed - White and Asian	<input type="checkbox"/> White - Other
<input type="checkbox"/> Black - Other	<input type="checkbox"/> Mixed - White and Black African	<input type="checkbox"/> Other
<input type="checkbox"/> Chinese	<input type="checkbox"/> Mixed - White and Black Caribbean	
<input type="checkbox"/> Indian	<input type="checkbox"/> Mixed - Other	

Previous Education Details (if under 20 years of age)

What is the name of the secondary school you attended in year 11

What was the last school / college attended if different from above

I have read, understood and agree with the Data Protection Statement published at the front of this form.

Applicant Signature  Date

\* These questions are mandatory and must be answered



**4 Career Details**

\* How will the course fit your career plans?

\* Recent employment history / work experience

\* Interest and leisure activities

**5 References****Still Studying**

If you are still studying please provide a reference from your most recent school or college.

**Not Studying**

If you are in employment, please provide a reference from your employer. If you are not in employment, please provide a reference from a responsible person **other than** a family member or friend.

**Reference Content**

Please ensure the reference makes comment on the following.

- Relationships with teaching staff/managers
- Relationships with peers
- Motivation/Maturity
- Commitment/Conscientiousness
- Attendance
- Punctuality

**6 Checklist**

Please confirm you have completed all of the mandatory questions.

Please confirm you have attached a reference.

The completed application form should be sent to:

**Central Admissions Office, Barnfield College, New Bedford Road, Luton, LU2 7BF**

\* These questions are mandatory and must be answered