

**Application Form**

### For Full-Time Courses

### Commencing

### September 2017

(Not for use for degree programmes)

# NAME

 **Contact Tel No**

 **Courses Applying for:-**

 1st Choice ………………………………………………………………

 2nd Choice………………………………………………………………

Please return to: Student Life, Highlands College, Highlands Lane, St. Saviour, JE1 1HL

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| Please fill in all sections of the application form in black ink or type (please use block capitals) |
| **1. Personal Details** Mr/Mrs/Miss/Ms /Mx |
| Surname | Date of Birth |
| First Name(s) | Place of Birth |
| Home address |
| Postcode Tel No Mobile No |
| E Mail Address |
| Do you have any physical or other disability or medical condition which might necessitate special arrangements/facilities, or additional support requirements? Yes / NoIf you have answered Yes please give details |
| **2. Name of Next of Kin** Relationship to Applicant  |
| Address of next of kin if different from above |
| Telephone Number(s) Home MobileIn case of emergency on which number should we contact your next of kin? |
| 1. **Nationality** Please circle (This information is collected purely for monitoring purposes).

Jersey / Guernsey/Alderney / British / French / Irish / Portuguese / Madeiran / Polish / Indian / Pakistani Chinese / African / Caribbean / Other/Mixed / Prefer not to answer |
| **4. Are you residentially qualified?** Yes / No |
| Number of consecutive years continuously resident in Jersey immediately prior to 30th June 2017 | Previous address if less than 5 years residency |
| **5. Name of last school and further educational establishment attended**  Secondary school: Further education: Higher education: |
| **6. Qualifications achieved/pending** |
| Subject | Year taken | GCSE/ O’Level Grade | Subject | Year taken | AS/A2/A Levels |
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| 7**. Other Qualifications/Awards Achieved** |
| Date | AwardingBody | Subject | Level | Grade |
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| **8. Details of any employment or work experience**  |
| Employer | Nature of Work | From | To | Part-TimeorFull-Time |
| Month | Year | Month | Year |
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| **9. References** Please include two references, either personal or linked to employment/education. (It would be useful if one could comment upon your potential for academic study). |  |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name Address  Tel No.  |

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| **10. Do you have any relevant\* or unspent\*\* criminal convictions, any outstanding court proceedings, or are you on any offenders register? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_**\* Relevant convictions means convictions for offences:* Against the person, whether of a violent or sexual nature
* Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
* Arson

\*\* If you are applying for a course in health, social work, sport, childcare or involving work with children or vulnerable adults, previous criminal convictions may affect your ability to attend work placements and possibly achieve your course. If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us assess any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at College but will depend on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this may result in the withdrawal of a place at College, or you being withdrawn from your course.  |

**Careers Advice & Guidance** – Independent advice regarding career routes can be obtained from the College (Tel 608509), and/or Careers Jersey at the Social Security Department, Philip Le Feuvre House, La Motte Street, St Helier (Tel 449440). There are entry requirements for most programmes of study that you may need to discuss – some of which may be minimum requirements. Possession of these grades does not automatically provide course access. Places are limited so early applications are advised.

**Financial Implications of Full-Time Study** – It is vitally important you are fully aware of all the financial implications involved before committing yourself to full-time study. Please discuss course costs with your tutor at interview. Under certain circumstances you may be required to pay full tuition fees.

* If you need financial assistance during your studies you must approach the Social Security Department first, to check your eligibility for Income Support. Please note that you will not be able to apply for funding once the course has started.
* Acceptance on the course is no guarantee of financial support.
* For further information please contact the Social Security Department, Philip Le Feuvre House, La Motte Street, St Helier – Tel 445505.

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| **Data Protection Statement – The information you provide will be processed for the purpose of administration, careers, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirement of the Data Protection (Jersey) Law 2005. Highlands College has data sharing agreements with other States of Jersey departments. If you would like to know more about these please contact Highlands College on Tel: 608506. Should you require us to seek your individual consent to these disclosures please advise us in writing at the following address:- College Information Services, Highlands College, Highlands Lane, St Saviour, JE1 1HL. It may be necessary for staff to discuss sensitive personal information to support you during your education at Highlands College. Acceptable User Policy – Users of ICT facilities have to accept this policy prior to accessing these resources.** **If you DO NOT want this information to be used for marketing purposes by Highlands College please tick box.**  |
| **11. Personal Statement** Please indicate below your reasons for choosing this course and how it relates to your plans for the future. |
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| **Please check that you have completed all sections of this form.** Incomplete forms will result in your application being delayed. |
| ***I understand that there are costs associated with the course which I will need to be able to pay when required and I must have all relevant equipment, books, materials etc before the course starts.***I confirm that all the information I have provided on this form is correct and I consent to the College seeking to verify any of this information, if necessary.**Applicant’s signature** ...............................................................................**Date** ..........................................................………………  |