Please complete this form in BLOCK CAPITALS in black ballpoint pen and tick boxes where required

Applicants Signature.....

APPLICATION FORM

for: Full-time 6th Form College

Please send your completed form to: Student Records, Highlands College, Highlands Lane, St Saviour, JE1 1HL



My second choice is **Personal Details** Surname: . First Name(s): .. Qualifications achieved / pending Subject Year GCSE | A level | BTEC Grade Work Tel: ... **Local Emergency Contact** **Medical Conditions / Disabilities** Please note when "yes" is ticked further information may be requested either prior to, or at enrolment Do you suffer from any medical conditions or disability which might impact on your studies? Yes No **Employment of work experience** Job Title From То Full or Part Time Employer **Residential Status** Entitled Entitled to Work Registered Licensed Number of consecutive years continuously resident in Jersey immediately prior to 30th June 2019 Name of School and Further Education attended References Please include TWO references with this application form, one personal Name of Further Education establishment reference and another linked to employment or education. These cannot be provided by a family member or partner. Name of Higher Education establishment..... Criminal conviction disclosure No Yes This part of the form MUST be completed Please tell us below why you have chosen to apply for this course and If you do not tick either the 'Yes' or 'No' box above, we will contact you to get this information and this will delay your enrolment. You must tick 'Yes' if you how it relates to your plans for the future. have a conviction unless it is a minor civil offence OR a spent sentence (as My first choice is defined by the REHABILITATION OF OFFENDERS (JERSEY) LAW 2001). Please be aware that dependent on the nature of any conviction it may affect your application for certain courses, particularly in teaching, health, and social care, where you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are convicted of a criminal offence after you have enrolled or have a court case pending, you MUST let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from Citizens Advice Bureau or Student Life. Careers advice & guidance Independent advice regarding career routes can be obtained from the College 608752 and/or Skills Jersey at Bermuda House, Green Street, St Helier, JW2 4UH 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. Financial implications of full-time study It is vitally important that you are fully aware of all the financial implications involved before committing yourself to full-time study. Please discuss course costs at interview. Under certain circumstances, you may be required to pay full tuition fees. I certify that the details for this application are current and correct to the best of my knowledge Please tick this box if you are happy for Highlands College to contact you with information regarding college events and courses.

Privacy Statement

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information, or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are:

Data we collect:

We have collected your personal details (name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

How we use data:

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please, see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Your Rights:

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at registry@highlands.ac.uk alternatively you can complain to the Information Commissioner by emailing enquiries@oicjersey.org.

For further information on why Highlands College collect your data and how we use applicant's information and the Terms and Conditions of enrolment please view the College Privacy Policy and other information on our website at www.highlands.ac.uk

Comments			FOR OFFICE USE ONLY
HOD/Tutor Signature:	Payment method:	Student ID:	HC
Employer code:	Input by:	Date input:	
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