

Application Form Further Education 2012-2013

1. PERSONAL DETAILS

Surname Mr Mrs Miss Ms

First / given names Male Female

Date of birth Age on 31 August

Home address

.....

Postcode..... Email address.....

Telephone number..... Mobile number.....

Country of birth..... Nationality.....

2. YOUR COURSE

Please enter the full title of the course you want to apply for:

.....

Is this course? Full Time Part Time

Please indicate if you are applying to Keighley Campus or a Leeds Campus by ticking one of the boxes below:

Keighley Campus Leeds Campuses

If your course/apprenticeship is offered at more than one campus, please tick your preferred campus from the list below. **Please note that the location of some courses may change as the college develops new state of the art accommodation**

Horsforth Campus Park Lane Campus Joseph Priestley Campus
 (incl Morley, Rothwell and Beeston)

Technology Campus (incl South Leeds Centre) Thomas Danby Campus
 (New locations TBC)

• IF APPLYING FOR AN APPRENTICESHIP, PLEASE PROVIDE DETAILS BELOW:

Please enter the full title of the apprenticeship you want to apply for:

.....

To apply for an apprenticeship you should ideally have a job with an employer for a minimum of 16 hours p/week.

Employer's name / company

Employer's address

..... Employer's tel.....

If you have not yet secured employment, the College team will try to help you to find an employer.

If you require us to help you with this, please tick this box

Do you wish to apply for a full time course until you are successful in finding an employer?

Yes No

• IF APPLYING FOR A-LEVELS OR AS-LEVELS, PLEASE LIST YOUR CHOICE OF SUBJECTS:

Subject (1) Subject (2)

Subject (3) Subject (4)

3. TO BE COMPLETED BY APPLICANTS NOT BORN IN THE UK

What year did you first come to live in the UK?.....

Where have you lived for the past four years?.....

Please tick one box below which describes your immigration status: *Please note that you will need to provide evidence of your status when you enrol at College. This could include, for example, your passport.*

- | | |
|--|---|
| <input type="checkbox"/> Indefinite Leave to Remain (ILR) or 'Settled Status' | <input type="checkbox"/> Asylum Seeker on Benefits |
| <input type="checkbox"/> Refugee/Humanitarian Protection/Discretionary Leave to Remain/EEA Family Member | <input type="checkbox"/> Spouse Visa |
| <input type="checkbox"/> EU or EEA National | <input type="checkbox"/> Under 19 and a dependant of a parent in the UK legally |
| <input type="checkbox"/> Other (please explain) | <input type="checkbox"/> Student Visa |

4. ETHNIC ORIGIN - PLEASE TICK TO SHOW WHICH OF THE FOLLOWING ETHNIC GROUPS YOU WOULD SAY YOU BELONG TO

- | | | |
|---|--|--|
| White | <input type="checkbox"/> 37 White and Asian | Black/African/Carribbean/Black British |
| <input type="checkbox"/> 31 English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> 38 Any other mixed/multiple ethnic background | <input type="checkbox"/> 44 African |
| <input type="checkbox"/> 32 Irish | Asian/Asian British | <input type="checkbox"/> 45 Caribbean |
| <input type="checkbox"/> 33 Gypsy or Irish Traveller | <input type="checkbox"/> 39 Indian | <input type="checkbox"/> 46 Any other Black/African/Caribbean background |
| <input type="checkbox"/> 34 Any other White background | <input type="checkbox"/> 40 Pakistani | Other ethnic group |
| Mixed/multiple ethnic group | <input type="checkbox"/> 41 Bangladeshi | <input type="checkbox"/> 47 Arab |
| <input type="checkbox"/> 35 White and Black Caribbean | <input type="checkbox"/> 42 Chinese | <input type="checkbox"/> 98 Any other ethnic group |
| <input type="checkbox"/> 36 White and Black African | <input type="checkbox"/> 43 Any other Asian background | |

5. ADDITIONAL SUPPORT

At Leeds City College we want to make sure you will succeed on your programme from the very beginning. We offer a wide range of additional help to support students to achieve at College.

If you feel that you don't need any additional help at College, please tick this box

If you feel you may need help or support, please tell us in the box below what you may need

If you feel you need any support when you come for interview, please tell us what would help you

You can also tick one or more of the boxes below if you feel they apply to you

- | | |
|--|---|
| <input type="checkbox"/> Blind/Partially Sighted | <input type="checkbox"/> Mental Ill Health |
| <input type="checkbox"/> Deaf/Hearing Loss | <input type="checkbox"/> Learning Difficulties (Moderate/Severe) |
| <input type="checkbox"/> Disability affecting Mobility | <input type="checkbox"/> Autistic Spectrum |
| <input type="checkbox"/> Other Physical Disability | <input type="checkbox"/> Other Specific Learning Difficulties (e.g. Dyslexia) |
| <input type="checkbox"/> Multiple Disabilities | <input type="checkbox"/> English as Second Language (ESOL) |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Prefer not to say – please contact me |

If you feel that you may need support at college, are you happy for us to contact you to discuss this further? Yes No

10. EMPLOYMENT RECORD - PLEASE GIVE DETAILS STARTING WITH THE MOST RECENT

Please give details of any work (paid, unpaid or voluntary) you have undertaken

Name and address of employer / organisation	Position / Job title	Type of work / duties	From (month / year)	To (month / year)

11. DECLARATION

The information which you give on your application form, or on any accompanying documents, or at interview will be used for the following purposes only:

- To enable your application for entry to be considered
- To enable the College to initiate your student record
- To provide data required from the College by any other organisation which has a statutory right to receive any of it, including the Learning and Skills Council
- To send you information about the College

The information you provide on this form is registered under the Data Protection Act 1998.

I confirm that the information given on this form and in any accompanying documents is true, complete and accurate. I accept that, should this prove not to be the case, the College reserves the right to cancel my application.

I give consent to the processing of my data by Leeds City College and any other organisation which has a statutory right to receive any of it.

Signature Date

Please tell us any known dates you are unavailable for interviews, e.g. holidays etc

.....

Please ensure that you sign this form. Failure to do so could lead to your application being delayed.

Advice

You can contact our friendly advisers for help and advice on a range of issues including:

- To discuss our courses in more detail and help you make a decision about which to apply for.
- To find out about course fees and financial support.
- Support with childcare. Some of the campuses have childcare provision, although places are limited.

Joseph Priestley Campus 0113 307 6111

Keighley Campus 01535 685 008

Park Lane Campus 0113 216 2190

Technology Campus 0113 386 1719

Thomas Danby Campus 0113 284 6306

If you need any help in completing this form or if you require the form in large-print or other accessible formats, please contact us on one of the numbers above.

What happens next?

When we receive your application we will acknowledge it promptly. If you have not heard from us within 10 working days of sending your form, please call Admissions to check that we have received it. We will invite candidates to visit the College, either for a meeting of applicants or for a personal interview.

Our decision

Following the interview process, we will let you know the result of your application as soon as possible. Our letter will contain one of the following:

- Offer of a place with certain conditions (e.g. exam results)
- Recommendation to apply for an alternative course
- No Offer

WHERE TO SEND YOUR APPLICATION FORM

If you are applying for a course at a Leeds Campus, please send your completed application form to:

Central Admissions

Leeds City College
FREEPOST LS2260
Thomas Danby Campus
Roundhay Road
Leeds
LS7 3BG

If you are applying for a course at Keighley Campus, please send your completed application to:

Admissions

Keighley Campus
Leeds City College
FREEPOST BD394
Bradford Road
Keighley
West Yorkshire
BD21 4HQ

Disclaimer

Leeds City College reserves the right to amend, withdraw, cancel, alter or amalgamate any or part of the programme, locations, facilities or costs at any time. Please be aware the location of some of the courses offered could be subject to change between time of application and actual start date. All courses run subject to enrolment of minimum numbers. Please check the website for the most up-to-date information which should be consulted before application.