

# Application Form

## Dates to note\*

### Autumn term 2016

Monday 12 September to Friday 16 December  
(Study week – Monday 24 October to Friday 28 October)

### Spring term 2017

Monday 9 January to Friday 31 March  
(Study week – Monday 13 February to Friday 17 February)

### Summer term 2017

Tuesday 18 April to Friday 23 June  
(Study week – Monday 29 May to Friday 2 June)

\*These dates may be subject to change.

## College Open Days\*

### Saturday 7 November 2015

9.30am-12.30pm

### Saturday 23 January 2016

9.30am-12.30pm

### Saturday 5 March 2016

9.30am-12.30pm

### Thursday 19 May 2016

5.00pm-8.00pm

\*These dates may be subject to change. Check out our website:  
[www.shuttleworth.ac.uk](http://www.shuttleworth.ac.uk) for the latest details

Please call us on **01234 291916** or  
visit [www.shuttleworth.ac.uk](http://www.shuttleworth.ac.uk) for details  
on additional advice and guidance  
events or email [info@bedford.ac.uk](mailto:info@bedford.ac.uk)



## How to apply

1. Complete all sections of this application form in pen.
2. You may apply for up to two different courses using the same form. If you are not sure which course you want to take and would like to discuss your options further, please telephone us for an appointment or indicate on this form that you would like to see a careers adviser.
3. The College collects information about all our students for various administrative, academic, and health and safety reasons. Because of the Data Protection Act 1998, we need your consent before we do this. Since we cannot operate the College effectively without processing information about you, we need you to sign the consent processing clause on the application form.
4. When you have completed your application form, put it in an envelope and send it to: **Enquiries & Guidance, FREEPOST Plus RSLX-RTLRL-JZRJ, Shuttleworth College, Old Warden Park, Biggleswade SG18 9DX** (no stamp required)

For further assistance with your application,  
call us on **01234 291916**.

## What happens next

1. We will acknowledge your application within five working days. If you are applying for a full-time course or certain part-time courses (see our Part-Time Course Guide), you will be invited to attend a formal interview and for some courses an assessment. The interview is a two-way process, and is an opportunity for you to ask any questions too.
2. You will then receive a formal offer of a place within five working days. You need to confirm your acceptance within two weeks of receipt to ensure your place.
3. If you are offered a place on a full-time course before Friday 17 June 2016\*, you will be expected to attend our Welcome Day on Tuesday 28 June 2016\*, and will receive an invitation to this event.
4. Before your course starts we will send you enrolment information for full-time or joining instructions for part-time, containing further details of your course.

# Application Form

To apply for your chosen course(s) just simply complete this application form, sign and date it, and send it to:  
**Enquiries & Guidance, FREEPOST Plus RSLX-RTLJ-ZRJR, Shuttleworth College, Old Warden Park, Biggleswade SG18 9DX** (no stamp required)

Date	
Person code	
Ack	
Interview	Date
	Time
Off	
Employer Sponsor Code	

## 1 – COURSE YOU ARE APPLYING FOR

Please check the course entry requirements to find out which level suits you best, please call our Enquiries & Guidance team on **01234 291916** if you are unsure.

I am applying for a:  Full-time course  Part-time day course  Part-time evening course  Apprenticeship\*

\*If you are applying for an apprenticeship, you must complete section 5.

COURSE NAME	COURSE CODE
<b>First choice:</b>	
<b>Second choice (optional). (You will not be interviewed for this course):</b>	

Please tick if you have had an interview with a careers adviser  Please tick if you would like an interview for both courses

## 2 – PERSONAL DETAILS (Please write clearly.)

<b>Title:</b> Mr / Mrs / Miss / Ms	<b>Surname:</b>	
<b>First name:</b>	<b>Middle name(s):</b>	
<b>House or flat number:</b>	<b>Street name:</b>	
<b>Town/City:</b>	<b>Postcode:</b>	<b>Day/Evening tel no:</b>
<b>Mobile tel no*:</b> <small>*We will send you a text reminder of your interview appointment.</small>	<b>Email*:</b> <small>*We will communicate with you by these methods so please ensure details are accurate.</small>	
<b>Name of Parent or Guardian:</b>	<b>Email:</b>	<b>Tel no:</b>
<b>Nationality:</b>	<b>Date of birth:</b>	<b>Age as of 31/08/16:</b>
<b>Have you lived outside of the UK/EU/EEA other than holidays during the last 3 years?</b> <input type="radio"/> Yes <input type="radio"/> No If yes, please state date of entry to the UK: <small>(Please attach photocopy of passport details plus entry/visa stamp)</small>		
<b>Are you an existing student at Bedford College/Shuttleworth College?</b> <input type="radio"/> Yes <input type="radio"/> No If yes, please state current course: _____ Student ID number: _____		
<b>Name the last school / college attended within the last three years:</b>		
<b>Are you a care leaver or looked after by the local authority?</b> <input type="radio"/> Yes <input type="radio"/> No		

## 3 – ADDITIONAL SUPPORT

The College provides support for students with learning difficulties and/or disabilities. Please help us to provide you with the support you may need by answering the questions below. Any information will be treated confidentially and used only to ensure you receive extra help.

**Do you have a learning difficulty, disability or sensory impairment?**  Yes  No

If yes, please give details:

**Have you had any examination concessions in the past?**  Yes  No

If yes, please give details:

**Is there any other help you think you might need?**

**Would you like to talk confidentially to a member of staff about additional support?**  Yes  No

If yes, how would you like us to contact you?



## 7 – ETHNIC ORIGIN

This information helps us monitor Equal Opportunities and reflects the diversity of the local community. It does NOT affect your application in any way.

Please indicate the category which you feel best describes your ethnic origin.

Asian/Asian British  Indian  Pakistani  Bangladeshi  Chinese  Other

Black/African/Caribbean/Black British  African  Caribbean  Other

Mixed/Multiple Ethnic Group  White and Black Caribbean  White and Black African  White and Asian  Other

White  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Other

Other  Arab  Other  Not known/Not provided

## 8 – CRIMINAL CONVICTIONS

Do you have any unspent criminal convictions?  Yes  No

You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings.

If you declare that you have an unspent conviction we will contact you for further information. Declaring a conviction will not necessarily bar you from being offered a place at College, however, failure to disclose something which we later become aware of could result in disciplinary action.

Please note that some of our courses, such as care, childcare or health studies, require you to undergo a disclosure & barring service check.

This will include both spent and unspent convictions, as well as cautions, reprimands and final warnings.

For further advice about whether convictions are unspent please contact the NACRO Helpline on 020 7840 7200.

## 9 – REFERENCES

Please give the names and addresses of two referees. These may be from school or an employer but **not family members**.

We may take up references to support your application, so please ensure this section is completed in full so that we can process your application quickly.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Tel No: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Tel No: \_\_\_\_\_

## 10 – SIGNATURE

I wish to apply for the course(s) listed on this form and I agree to Shuttleworth College processing the personal data I have given for any purposes connected with my application, my health and safety whilst on the premises, or any other legitimate educational reason, in accordance with the Data Protection Act 1998. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent or Guardian: (For students under 18)

Signature: \_\_\_\_\_