

Higher Education Application Form 18/19

Part Time and Postgraduate Applications Only

Please complete this form in BLOCK CAPITALS, incomplete forms will be returned

Personal Details

Surname: _____ Forename(s): _____

Legal Surname: _____ Known as: _____

Title: (Mr/Miss/Mrs/Ms/Other) _____ Legal gender: Male / Female

Date of birth: _____ National Insurance Number: _____

Unique Learner Number (if known): _____

Address Details

Address: _____

Address: _____ Town: _____

County: _____ Post code: _____

Contact Details

Home Telephone Number: _____ Mobile Number: _____

Email address: _____

Course Details

Please list the courses you wish to apply for in order of preference:

Choice Number	Full course title or CPD module/s
1	
2	
3	
4	

Please select Part Time CPD MSc Full Time

Are you a current student at Plumpton College? Yes / No

If **yes**, please provide your student number _____

If **yes**, what course are you studying? _____

Employment Please complete full details if you are currently out of education

Name of employer: _____

Job title: _____

Address: _____

Address: _____ Postcode: _____ Dates from & to: _____

Next of Kin / Emergency Contact (1)

Name: _____ Relationship: _____

Address (if different from above): _____

Post code: _____ Home Tel Number: _____ Mobile Number: _____

Work Number: _____ Email address: _____

Next of Kin / Emergency Contact (2)

Name: _____ Relationship: _____

Address (if different from above): _____

Post code: _____ Home Tel Number: _____ Mobile Number: _____

Work Number: _____ Email address: _____

Do you give permission for Plumpton College to release information to and take updated information from your nominated next of kin contacts? Yes / No

Nationality

Please state your current Nationality (what current passport do you hold)? _____

Please provide your passport number _____ Issue date and Expiry date _____ / _____

Have you been legally residing in the UK/EU for the past 3 years? Yes / No

Are there any immigration restrictions on how long you can stay in the UK? Yes / No

Do you need a student visa to study in the UK? Yes / No

Place of birth _____

What is your Country of normal residence? _____

If you were born outside the EU please provide date of entry to the UK/EU _____

Ethnicity (please tick most relevant option)

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

Additional Support Do you have any disabilities and/or Learning Support requirements? Yes / No

Please provide details and how this affects you:

Condition: eg Dyslexia

Support Requirements: eg extra time

Additional information

Please be advised that If you do not complete **Yes or No** we will not be able to process your application. This even applies even if you do not have any criminal convictions, or Youth Offending Orders.

Do you have any relevant Criminal Convictions or Youth Offending Orders? Yes / No

Having a criminal conviction will not necessarily prevent you taking up a place at Plumpton College. We are keen to support students with criminal convictions to help them succeed within their own learning journey. Please tick **YES** if you have any of the following convictions:

- offences against the person, whether of a violent or sexual nature,
- arson,
- any offences related to extremism and
- convictions for the offences involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

You do not have to declare relevant spent convictions (under the rehabilitation of Offenders Act 1974) except when you are applying for a course in teaching, health, social work, sport, childcare or involving work with children or vulnerable adults, as this may affect your ability to attend work placements and possibly achieve your course.

If you have ticked **YES** to the above the College will contact you for more information which will be considered by the Principal. Should you not respond to this information request, we will not be able to progress your application further.

Personal Statement please write a short statement to support your application, including why you would like to do the course and any future career plans.

References please provide full details as referees will be contacted to progress your application.

(1) Educational contact if still in College, or name of previous educational contact

Name: _____ Relationship: _____

Address: _____

Postcode: _____ Email: _____ Phone: _____

References

(2) Employer/ Personal contact (no relation accepted)

Name: _____ Relationship: _____

Address: _____

Postcode: _____

Email: _____ Phone: _____

How did you hear about Plumpton College? Please tick

Current student	Flyer
Plumpton Website	Local event
Careers event	College prospectus
UCAS fair	Facebook / Twitter
Radio	Internet search
Via friend/Relative/Employer	Other – please state

Declaration I declare to the best of my knowledge that the information I have given is a true and correct record

Signature of applicant: _____ Date: _____

I understand that I have a responsibility to provide accurate information, and that the information I have given is correct to the best of my knowledge. I will update the College if any of my personal details change. I consent for the personal information about me provided on the application and reference forms to be held, recorded and processed by Plumpton College, according to the Data Protection Act 1998. I understand that the information will be treated in confidence and used internally for specific purposes during the application process. This may also include contacting you by post, email or telephone from time to time in connection with your application.

I understand that the College needs to hold and provide data to the Higher Education Statistics Agency (HESA) or for any other legitimate reason. I consent to the disclosure of such information for academic and administration purposes, in response to requests to reference relating to continuing education, training or employment, for implementation of the rules or in relation to council tax matters. I understand that HESA pass data to organisations that need it to carry out their statutory funding connected with funding with Higher Education.