# Application Form

## How to apply

**1 Find your course**

All our full time courses are in this prospectus.

**2 Need help or advice?**

Contact us! Call 0845 330 3343, email study@bracknell.ac.uk, visit www.bracknell.ac.uk. Come and see us at an Open event (contents page).

**3 Fill in the application form**

Return your application in person, by fax, or to the FREEPOST address on the form.

**4 Come for an interview**

We'll let you know when we receive your form, and invite you for an informal interview with one of our tutors.

**5 After your interview**

You'll receive an offer, with the grades you'll need to get your place. Make sure you reply to your offer or we can't reserve the place for you.

**6 Enrol on your course**

Our Enrolment Weeks, where you bring your exam results and join your course, from Tuesday 28 August to Friday 7 September 2012. Keep it free!

**7 See you in September 2012!**

Before you join you'll get plenty of chances to visit us again and speak to the tutors on your chosen course.

## Already a student?

If you're already studying with us you'll need to re-apply for the next year of your course. Ask your tutor how to do this.

## Act now

Make sure of a place in September by applying as soon as possible! Not sure which course is for you? There's plenty you can do to help your decision:

- Come to an Open Event (contents page).
- Contact us! Details at the bottom of every page.

# Application Form 2012-2013

We take a large number of applications each year, and courses often fill up quickly. Please apply early and make every effort to answer our letters and attend your interview.

**Return your completed form to:**
Full-Time Admissions, Enquiries & Admissions
Bracknell & Wokingham College, FREEPOST (RG2710) Bracknell RG12 1ZY

Bracknell & Wokingham College

**Please print or type clearly. Complete parts A, B, C, D, E & F of the form in full.**

## Part A - Your details

First name(s)

Last name

Male ☐ Female ☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Other ☐
(tick the boxes that apply to you)

Address

Postcode

Home tel | Email

Daytime tel | Mobile no

Date of birth | Age in years on 01/09/2012

We invite all our applicants to VIP events during the year. Please give us up-to-date contact details if you'd like information about these events. Your details will be kept confidential.

Please state your ethnic origin below:

41 ☐ Asian or Asian British – Bangladeshi
39 ☐ Asian or Asian British – Indian
40 ☐ Asian or Asian British – Pakistani
43 ☐ Asian or Asian British – Any other Asian background
47 ☐ Arab
44 ☐ Black or Black British – African
45 ☐ Black or Black British – Caribbean
46 ☐ Black or Black British – Any other Black background
42 ☐ Chinese
37 ☐ Mixed – White Asian
36 ☐ Mixed – White and Black African
35 ☐ Mixed –White and Black background
38 ☐ Mixed – Any other mixed background
31 ☐ White – British
32 ☐ White – Irish
33 ☐ Gypsy or Irish traveller
34 ☐ White – Any other White background
98 ☐ Any other

Please tell us your nationality as stated in your passport (for example English, Polish)

Have you always been a permanent resident in the UK or other EU country? Yes ☐ No ☐

Have you ever lived outside the European Union? Yes ☐ No ☐ If you answered 'No' please go to Part B - Parent/Guardian details

If yes, which country did you live in before coming to the UK?

Date of entry into the UK (dd/mm/yy)

Are there any restrictions on the length of your stay in the UK? Yes ☐ No ☐

If yes, please state:

## Part B - Parent / Guardian / Next of Kin details

Name of Parent(s), Guardian(s) or next of kin

Relationship to you

Address during the course (if different from your home)

Postcode

Email | Home tel

Daytime tel | Mobile no

## Part C - Your choices

Please write the course(s) you are interested in, in order of preference. If you're applying for A Levels, please list your subjects. We will use this information to arrange your interview. You will be interviewed for your first choice; your next step will be discussed at your interview.

Course title: | Course code:

Course title: | Course code:

Course title: | Course code:

Course title: | Course code:

If you require further course details please call Enquiries & Admissions on 0845 330 3343.
Not sure which course to take? Speak to a Connexions careers adviser at school, or contact us to book an appointment.

Contact us: **tel** 0845 330 3343 **fax** 01344 766502 **email** schoolleavers@bracknell.ac.uk

## Part D - Your qualifications and experience

| Qualification type | Subject | Year | Predicted result | Actual result | Office use only |
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Name and address of school or college you are attending or last attended (other than this college):

Unique Learner Number (your school can tell you this):

Name of the Head of Year:

Have you had an interview with a Connexions Adviser? Yes ☐ No ☐

Have you studied full-time at Bracknell & Wokingham College before? Yes ☐ No ☐

If yes, please state which course(s) and year:

Learner ID (if attending this college):

What careers interest you?

Work experience and/or employment history:

Are you a carer? Yes ☐ No ☐

Contact us: **tel** 0845 330 3343 **fax** 01344 766502 **email** schoolleavers@bracknell.ac.uk

## Part E - Extra learning support

We offer a range of support services for students with disabilities and/or learning difficulties so that you can get the most out of your course. Any information you give will be kept confidential and won't be used without your permission.

In order for us to give you as much support as possible during your time at college, please answer the following questions:

1. **Would you like extra help with:**

   **Maths?** Yes ☐ No ☐ **English?** Yes ☐ No ☐

2. **Have you had extra time in exams before?** Yes ☐ No ☐

3. **Currently we support students with the following physical disabilities/medical conditions:**

   visual impairment; colour blindness; hearing impairment; skin disorders or allergies; epilepsy; ME; asthma; respiratory problems; help in getting around college for wheelchair users.
   If these or other conditions apply to you we can support you, please let us know.

   ☐ I would like to know more about this support

3. **We also support students with learning difficulties such as:**

   dyslexia; dyspraxia; Aspergers, other learning difficulties or disabilities, mental health difficulties.
   If these or similar conditions apply to you, we can support you so please let us know.

   ☐ I would like to know more about this support

4. **Please tell us how you'd prefer to discuss our support for you:**

   ☐ By talking confidentially to a member of staff at interview

   ☐ In writing (please attach your letter)

   ☐ Through someone else such as an advocate, parent or carer who will accompany you to your interview

   **We are committed to meeting the needs of people with learning difficulties or disabilities. All information you give us will be treated in confidence and will not affect your chances of being offered a place on a course.**

5. **Please tell us how we can best support you when you come for an interview:**

6. **Do you have a criminal record?** Yes ☐ No ☐

   We need this information in order to protect staff and students and to support the individual making the declaration.

## Part F - Declaration

Declaration - please read all information on this form carefully before signing.
By signing this form you agree to the recording and processing of personal data as outlined below.
We may ask for references from your college, school and employers. By signing this application form you are giving us permission to take up references where appropriate.

Signed Date

### How we use your personal information.

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

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. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: http://skillsfundingagency.bis.gov.uk/foi.htm YPLA: http://www.ypla.gov.uk/foi.htm
At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

☐ Tick this box if you do not wish to be contacted about surveys and research by mail or phone.

☐ Tick this box if you do not wish to be contacted about courses or learning opportunities by post.