

|                 |
|-----------------|
| FOR COLLEGE USE |
| DATE RECEIVED   |
| ID:             |
| Interview date: |

## APPLICATION FORM – 2022/2023

**Please complete this form and return to:**

Information Services, Newbury College, Monks Lane, Newbury, Berkshire, RG14 7TD  
 Tel: 01635 845000, Email: [info@newbury-college.ac.uk](mailto:info@newbury-college.ac.uk), Website: [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk)

**Applicant Details**

|  |                                |                          |
|--|--------------------------------|--------------------------|
| Surname: _____   | Forename(s): _____             | Preferred Name(s): _____ |
| Title: Mr / Mrs / Ms / Miss / Other _____  | Address: _____                 | _____                    |
| Legal Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>   |                                | _____                    |
| Preferred Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other (pls state) <input type="checkbox"/> | Postcode: _____                | _____                    |
| Date of Birth: _____   | Age (at 31 August 2022): _____ |                          |
| Telephone/Mobile: _____  | Email: _____                   |                          |

**Emergency Contact details. This section is required for all applicants under the age of 19.**

|   |                 |
|---|-----------------|
| Surname: _____  | Forename: _____ |
| Relationship to Applicant (usually parent or guardian): _____ |                 |
| Title: Mr / Mrs / Ms / Miss _____                             |                 |
| _____   |                 |
| Telephone/Mobile: _____                                       | Email: _____    |

**Course Choice – please add the course you would like to apply for.**

|  |
|--|
| Course Title: _____  |
| Are you interested in applying for an apprenticeship? Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| If you are unsure, please tick the Information, Advice and Guidance box and we will arrange an appointment with our Information, Advice & Guidance team. |
| <b>Information, Advice and Guidance appointment:</b> <input type="checkbox"/>  |

**Nationality**

|   |
|---|
| Please state your nationality according to your passport (e.g. British, Czech, French): _____   |
| Proof will be required before enrolment.  |
| Have you lived in the UK for the last three years? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'No', date of entry to UK: _____ / / |

**This form can be made available in larger print or other formats on request. If you require an alternative format or need help in completing the form, please contact Information Services on 01635 845000.**

**Qualifications Details** – please list Maths & English qualifications achieved and most recent qualifications completed (including those you are still waiting to complete). *Not required for Adult Leisure/Community learning courses*

| Level<br>(e.g. GCSE, BTEC) | Subject | Exam Board | Year Taken | Achieved Grade | or | Predicted Grade |
|----------------------------|---------|------------|------------|----------------|----|-----------------|
|                            |         |            |            |                |    |                 |
|                            |         |            |            |                |    |                 |
|                            |         |            |            |                |    |                 |
|                            |         |            |            |                |    |                 |
|                            |         |            |            |                |    |                 |

**Criminal Convictions** – Applicable if your course requires a DBS check (Childcare, Health & Social care, Sport and Public Services courses)

|  |  |
|--|--|
| Have you any convictions (other than petty motoring offences), reprimands, cautions or final warnings? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have any criminal charges pending?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**Equality of Opportunity**

Newbury College aims to support all students to ensure their success. It also wishes to ensure that it complies with the requirements of the DDA (as amended by the Special Educational Needs and Disability Act 2001). Please ensure that we know what you need so that we can make necessary plans to help you succeed. This information will in no way effect your opportunity of a place at College.

Do you consider yourself to have a learning difficulty and/or disability and/or health problems?  
 Yes  No  I prefer not to say

**Learning Support and Student Needs**

Do you have a current Education Health and Care (EHC) plan ? Yes  No

Would you like a member of the Learning Support team to contact you? Yes  No

Have you received special arrangements for GCSE and other examinations? (e.g. extra time) Yes  No

Are you or have you ever been in care? Yes  No

Have you any other individual needs or personal issues you may wish to discuss e.g. health, faith, diet etc? Yes  No

Are you a full-time carer (child care or adult care)? Yes  No

Are there any particular needs which you have when attending the course you have applied for?  
 Please give details:  
 \_\_\_\_\_

Do you need any specialist support to help with your interview? eg signer, interpreter, hearing loop.  
 Please give details:  
 \_\_\_\_\_  
 \_\_\_\_\_

## Ethnicity

What is your ethnic group? Please choose one option that best describes your ethnic group or background.

### White

- 31 English / Welsh / Scottish / Northern Irish / British  
 32 Irish  
 33 Gypsy or Irish Traveller  
 34 Any other White background

### Mixed / Multiple Ethnic Groups

- 35 White and Black Caribbean  
 36 White and Black African  
 37 White and Asian  
 38 Any other mixed /multiple ethnic background

### Asian / Asian British

- 39 Indian  
 40 Pakistani  
 41 Bangladeshi  
 42 Chinese  
 43 Any other Asian background

### Black / African / Caribbean / Black British

- 44 African  
 45 Caribbean  
 46 Any other Black / African / Caribbean background

### Other Ethnic Group

- 47 Arab  
 98 Any other ethnic group

## Previous School/College (not required for those aged 24+)

| Name(s) and address(es) of previous or current Secondary Schools / Colleges attended | Dates<br>(from – to) |
|--|----------------------|
| <hr/>  | <hr/>                |
| <hr/>  | <hr/>                |

**For those not applying directly from School or College we require a reference. Please ensure named person is aware. (Not required for Adult Leisure/ Community Learning courses)**

Please give details of someone who we could ask for a reference.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Marketing Information – how did you find out about Newbury College

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Newspaper                              | <input type="checkbox"/> Prospectus                 | <input type="checkbox"/> Event / Open Day           | <input type="checkbox"/> School   |
| <input type="checkbox"/> College website                        | <input type="checkbox"/> Careers service            | <input type="checkbox"/> Friend / Family            | <input type="checkbox"/> Other (please specify)                         |
| <input type="checkbox"/> Radio                                  | <input type="checkbox"/> Social Media               | <input type="checkbox"/> Library                    | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| <input type="checkbox"/> Outdoor Advertising (bill board / bus) | <input type="checkbox"/> Banner at College entrance | <input type="checkbox"/> Direct Mail / Email / Post |   |

## Data Protection Act 2018 and Privacy notice

I agree to Newbury College contacting me and processing the personal data contained in this form for any purposes connected with the successful completion of my studies and my health and safety whilst on the premises.

The information you provide on this form will/may be passed to the Agency's Learning Records Service (LRS) to create and/or maintain a unique learner number (ULN) for the purpose of obtaining/checking prior attainment. Please review our privacy notice <https://www.newbury-college.ac.uk/privacy>

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

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

Parent/Guardian Signature (if applicant is under 19): \_\_\_\_\_

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

Office use only – Apprentice (WBL Team)

Date of Discussion.....

Brief discussion points....

**Next step:-** Withdraw Application \ Contact Regarding FT Course \ IAG \ Accept Application

**Signed (WBL Team)..... (return to admissions)**