

# University Centre at Wakefield College

## Application Form

Please refer to the applicant guidance notes on back page.

UK or EU Applicant  Non-EU Applicant

### Course Information

What course are you applying for?

Full or Part-time Study:  FULL-TIME  PART-TIME

Start Date:

### Applicant Information

Please complete all sections using block capitals.

Title: First/Given Name: Preferred Name:

e.g. Mr, Mrs, Miss, Ms, Dr

Surname or Family Name:

Date of Birth:

Gender:

Male

Female

If your home address is different to the correspondence address, please enter a home address, otherwise leave blank.

Correspondence Address:

Home Address:

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**COUNTRY**  
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**POST CODE (UK ONLY)**

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**COUNTRY**  
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**POST CODE (UK ONLY)**

Telephone Number (Home):

Mobile Number:

Email Address (Personal):

### Additional Applicant Information

Refer to guidance notes at the end of this document. Please attached additional sheets if required.

Country of Birth:

Nationality:

Ethnic Origin:

Do you have any Criminal Convictions:

Yes

No

Refer to guidance notes at the end of this document.

Disability:

Do you have a disability, health problem or learning difficulty? Refer to guidance notes at the end of this document.

No  Yes, if yes then please give details

English Language

For EU & International Students. Refer to guidance notes at the end of this document.

IELTS Test Report Form Number:

Date Test Taken:

TOEFL Registration Number:

Date Test Taken:

## Education

Please enter details of you last schools/colleges attending/attended. i.e. Wakefield College.

School or College Name & Address:	Start Date:	Completed Date:
.....		

School or College Name & Address:	Start Date:	Completed Date:
.....		

School or College Name & Address:	Start Date:	Completed Date:
.....		

## Qualifications

Please enter the qualifications (starting with the most recent and/or highest (e.g. BTEC, A Levels, GCSEs etc.).  
If your qualification has an overall grade, please enter this.

Qualification:	Subject:
Date:	Overall Grade:

Qualification:	Subject:
Date:	Overall Grade:

Qualification:	Subject:
Date:	Overall Grade:

Qualification:	Subject:
Date:	Overall Grade:

Qualification:	Subject:
Date:	Overall Grade:

Qualification:	Subject:
Date:	Overall Grade:

## Reference

Please provide details of someone who can comment upon your suitability for the course. This can be your current or past course tutor or employer.

Name of referee: .....
Position: .....
Organisation address: .....
Email address: .....



## Additional Information

How did you find out about the course? (Please tick all that apply)

<input type="checkbox"/> Careers Event	<input type="checkbox"/> Outdoor Advertising	<input type="checkbox"/> Radio	<input type="checkbox"/> UCAS Website
<input type="checkbox"/> Facebook	<input type="checkbox"/> Personal Recommendation	<input type="checkbox"/> School/College Careers Service	<input type="checkbox"/> University Centre Prospectus
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Press Advert	<input type="checkbox"/> Twitter	<input type="checkbox"/> University Centre Website
<input type="checkbox"/> Other (Please State)			

## Declaration

Refer to Guidance Document (Section 15).

I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted. I accept that if this is not the case, the University Centre shall have the right to cancel my application and any offer of a place on a course maybe withdrawn. I shall also have no claim against the University Centre (where this data will be recorded for statistical purposes) or any other higher education institution relation thereto.

You also accept that having completed this form you do not also complete a UCAS application and do not have the right to further choices within the UCAS scheme and will not approach any other university or college in the UCAS scheme.

You have the right to cancel this application. If you decide not to take up your place at the University Centre which you must do this by informing The University Centre as soon as possible.

### The information that you give us

As part of your admission to the College we may process your personal and use your information to manage and administer your education. Our privacy notice sets out how Wakefield College uses and protects the personal information of its students. [www.wakefield.ac.uk/privacy-notice/college-students/](http://www.wakefield.ac.uk/privacy-notice/college-students/)

Signature:

Print Name:

Date:

After you have completed the form, please return it to the HE Office, Room WU006, ASIC Building, Wakefield City Campus, Wakefield College, Margaret Street, Wakefield WF1 2DH or email to [a.cawtheray@wakefield.ac.uk](mailto:a.cawtheray@wakefield.ac.uk).

## Guidance Notes

### Ethnic origin

If you are a UK applicant, enter the category from the list below that best describes your ethnic origin:

- White
- Gypsy, Traveller or Irish Traveller
- Black - Caribbean
- Black - African
- Black - Other
- Asian - Indian
- Asian - Pakistani
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Other
- White/Black Caribbean
- White/Black African
- White and Asian
- Other Mixed
- Arab
- Other
- Not given (Dom=Home)
- Not given

### Disability

Disabilities such as Asperger's syndrome/other autistic spectrum disorder, blind or visual impairment uncorrected by glasses, deaf or have a serious hearing impairment, long standing illness, mental health, learning difficulty such as dyslexia, mobility issues or using a wheelchair, other disability or multiple conditions.

### Criminal Convictions

Only to be completed if you are applying for certain courses – that involve work with children, vulnerable adults, and teaching to declare whether you have any criminal convictions, including spent convictions.

If you have a relevant unspent criminal conviction and you are applying for one of our courses in teaching, health, courses involving work with children or vulnerable adults, including the elderly or sick people then you must tick the box. In these cases you are exempt from the Rehabilitation of Offenders Act 1974.

The University Centre Wakefield will ask you to agree to have a check, called an enhanced disclosure or criminal record check, to which you must comply.

For more information visit: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**FOR INSTITUTION USE ONLY. THIS FORM MUST BE RETURNED TO HE OFFICE AT THE ABOVE ADDRESS.**

Date Received:

Added to Pro-solution:

Tutor Aware:

Additional Support Informed if Declared a Disability:

**FOR INTERNAL USE ONLY**