



Application for a part-time course

Student No.

Please complete the form in CAPITAL LETTERS using a black pen. The personal information provided will be used for examination certificates. Please return this form to: **The Enrolment Centre, City College Brighton and Hove, Pelham Tower, Pelham Street, Brighton BN1 4FA**

PERSONAL DETAILS

Title:	Surname:
	First Name(s):

Address:

Post Code:

Daytime Telephone (incl. STD code):

Evening Telephone (incl. STD code):

Mobile Telephone Number:

Email:

Date of Birth:

Gender: Male / Female

When do you plan to start your course?

Please ensure ALL fields are completed as we may contact you via post, text or email regarding your application.

COURSE(S) ON WHICH YOU WISH TO ENROL

Course Code	Subject Title	Start Month	Start Year

Personal Statement: Tell us in your own handwriting why you would like to do this course and how this fits in with your career plans. (Please use a separate sheet if this question is applicable)

EDUCATION, QUALIFICATIONS AND EMPLOYMENT

Please list your qualifications and educational background starting with the highest level qualification you have gained:

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If English is not your first language, please state the highest level of English language qualification you hold:

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Please describe your current employment status:

Employed - Full-time

Employed - Part-time

Unemployed

Self Employed

Employer/Business name:

Job title/position:

Please state any previous work experience relating to the course for which you are applying i.e. Accounting/HR

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Nationality: _____

Have you ever lived outside of the United Kingdom (excluding holidays of 3 months or less)? Yes No

If yes, please give details of countries and dates:

Country	Dates
_____	_____
_____	_____

Is English your first language? Yes No

In the College, we support many students who need additional support for difficulties with reading or writing, with a learning difficulty or for a disability.

Do you think you may need additional support? Yes No

If yes, it will help us to arrange support if you can supply us with some more details. You can do that by:

Giving more details here of why you may need support:

Asking Learning Support to contact you: At your interview:

Please tick or write in the box. You do not have to give this information but it will help us to organise support or make any reasonable adjustments.

Do you have any relevant* unspent+ criminal convictions? Yes No

* Relevant convictions means convictions for offences:

- against the person, whether of a violent or a sexual nature
- involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking

+ If you are applying for a course in teaching, health, social work, sport, childcare or involving work with children or vulnerable adults previous criminal convictions may affect your ability to attend work placements and possibly achieve your course.

If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us access any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at College but will depend on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this could result in disciplinary action by the College.

How did you hear about City College Brighton and Hove? (please ✓)

- | | |
|---|---|
| <input type="checkbox"/> City College website | <input type="checkbox"/> Picked up a copy of the prospectus |
| <input type="checkbox"/> Via another website, which one?..... | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Internet search engine, which one?..... | <input type="checkbox"/> Studied here before |
| <input type="checkbox"/> Newspaper / Magazine advert, which one?..... | <input type="checkbox"/> Through my employer |
| <input type="checkbox"/> Radio advert, which one?..... | |
| <input type="checkbox"/> Careers Fair, which one?..... | |
| <input type="checkbox"/> Other | |

Where did you pick up a copy of this prospectus? (please ✓)

- | | |
|---|--|
| <input type="checkbox"/> At a City College Open Day/Evening | <input type="checkbox"/> Public Library |
| <input type="checkbox"/> Downloaded from the City College website | <input type="checkbox"/> Job Centre |
| <input type="checkbox"/> Picked up from City College | <input type="checkbox"/> Recommended by a friend |
| <input type="checkbox"/> Delivered to my home address | |
| <input type="checkbox"/> Picked up at a café, venue or another outlet, which one? | |

Which websites have you visited to find out about education, courses and training?

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PLEASE ENSURE ALL SECTIONS ARE FULLY COMPLETED BEFORE SUBMISSION (INCLUDING PERSONAL STATEMENT)

Signature: _____

Date: _____

City College Brighton and Hove is fully committed to equal opportunities