

HCT Application Form



Please indicate if you are applying for (A) Full Time or (B) Part Time

Herefordshire College of Technology

First time applicants must complete all sections. The form may be returned if information is incomplete. Returning students may omit sections 4, 9 & 10.

Student ID [Office use only]		Academic Year	
Forename (Mr/Miss/Mrs)		Surname	
Please tick appropriate box: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: / /	Email (please print clearly)	
Address:		Correspondance Address (if different from home):	
Postcode:			
Home Phone Number:		Nationality:	
Mobile Phone Number:		Have you been resident in the EU for the last 3 years? (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>	

SECTION 1

Title of Course(s) you would like to apply for

(please refer to prospectus for correct course title.) Don't worry if you are unsure about which course you would like to take. To discuss the options available to you please call our Careers Advisor on 01432 365312.

Course Title 1 (Priority Course)	Prospectus Page No.
Course Title 2	Prospectus Page No.
Course Title 3	Prospectus Page No.

Undecided about what to do at College?
(Please tick for an informal chat with our Careers Advisors)

My Future Plans

My Career aim is:

I have chosen this course because:

I want to study at Herefordshire College of Technology because:

SECTION 2

Name and address of present/last school or college attended	Start Date: / /	Finish Date: / /
	
	
	
	Postcode	

SECTION 3

Level of Entry. Do you have any of the following qualifications prior to starting the course? (please tick the appropriate box)

Level 0	Word Power/Number Power					
Level 1	GCSE D-G or less than 5 GCSE at A-C 1 AS Level	BTEC/EDEXCEL 1st Certificate GNVQ Foundation	NVQ Level 1	C&G Operative Award	C&G Operative Award	
Level 2	5 or more GCSE at A-C 2 or 3 AS Level or 1 A Level	BTEC/EDEXCEL 1st Diploma GNVQ Intermediate	NVQ Level 2	C&G High Operative/Craft	RSA/OCR Diploma Pitman Intermediate Level 2	
Level 3	4 or more AS Level 2 or more A Level	BTEC/EDEXCEL Nat Cert/Dip GNVQ Advanced	NVQ Level 3	C&G High Advanced Craft Access to HE	RSA/OCR Stage 3 Adv Dip ESOL Advances Award	
Level 4	First Degree	BTEC/EdEXCEL HNC/HND Other Higher Cert or Diploma	NVQ Level 4	Teaching Qualification including PGCE	RSA/OCR Adv Certificate RSA/OCR Higher Diploma	
Level 5	Higher Degree	DMS MBA	NVQ Level 5	Other Professional Qualification		
	Other (please specify)					
	No formal qualifications					

All Full Time applicants, please list all previous qualifications showing grades expected or achieved.

Subject Title	Awarding Body	Grade Expected	Grade Actual
Example: <i>GCSE Mathematics</i>	<i>AQA</i>	<i>C</i>	

Employment (including part-time/voluntary)

Name and Address including postcode of Employer	Position held/nature of business	Date of Employment

Further Comments:

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For the courses listed, please attached a written statement (minimum 250 words) describing why you are interested in the course and what you hope to achieve if you successfully complete it.

BA Hons in Post Compulsory Education and training, L3 Diploma in Counselling, L5 Diploma in Therapeutic Counselling, Access to HE.

Please note below:

Please provide the name and full addresses of two character referees.

1.Name	Address	Postcode
2.Name	Address	Postcode



Disability

Disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse affect on your ability to carry out day to day activities.

Do you consider yourself disabled? Yes No Do you have a disability or learning difficulty? Yes No

- | | | |
|--|---|--|
| <input type="checkbox"/> 01 Visual | <input type="checkbox"/> 02 Hearing | <input type="checkbox"/> 01 Moderate learning difficulties |
| <input type="checkbox"/> 03 Mobility | <input type="checkbox"/> 04 Other physical | <input type="checkbox"/> 02 Severe learning difficulties |
| <input type="checkbox"/> 05 Other Medical | <input type="checkbox"/> 06 Emotional/behavioural | <input type="checkbox"/> 10 Dyslexia |
| <input type="checkbox"/> 07 Mental ill health | <input type="checkbox"/> 08 Temporary disability | <input type="checkbox"/> 11 Dyscalculia |
| <input type="checkbox"/> 09 Profound/complex | <input type="checkbox"/> 90 Multiple | <input type="checkbox"/> 19 Other specific learning difficulties |
| <input type="checkbox"/> 97 Other - please specify | | <input type="checkbox"/> 90 Multiple learning difficulties |
| | | <input type="checkbox"/> 97 Other - please specify |

Would you be interested in receiving information about additional learning support? Yes No

If you are disabled, please give brief details of how we may help you. Please tell us if you need any particular arrangements to be made for your interview or how it would be best to communicate with you (by letter, email etc.)

SECTION 8

Criminal Convictions – before answering this section please read information overleaf.

Do you have any criminal convictions? Yes No

Safeguarding – before answering this section please read information overleaf.

Are you a 'Looked After' Child/Vulnerable Young Adult? Yes No

Please help us monitor our Equality and Diversity policy. I consider my ethnic origin to be: (please tick appropriate box)

- | | | |
|--|---|--|
| <input type="checkbox"/> 11 Bangladeshi | <input type="checkbox"/> 17 Black or Black British | <input type="checkbox"/> 22 Any other Mixed background |
| <input type="checkbox"/> 12 Indian | <input type="checkbox"/> 18 Chinese | <input type="checkbox"/> 23 White - British |
| <input type="checkbox"/> 13 Pakistani | <input type="checkbox"/> 18 Japanese | <input type="checkbox"/> 24 White - Irish |
| <input type="checkbox"/> 14 Any other Asian Background | <input type="checkbox"/> 19 White and Asian | <input type="checkbox"/> 25 Any other White background |
| <input type="checkbox"/> 15 African | <input type="checkbox"/> 20 White and Black African | <input type="checkbox"/> 98 Any other |
| <input type="checkbox"/> 16 Caribbean | <input type="checkbox"/> 21 White and Black Caribbean | <input type="checkbox"/> 99 Not known / not provided |

SECTION 9

How did you hear about HCT and the course(s) for which you are applying? Please tick one box only

- | | | |
|--|--|--|
| <input type="checkbox"/> School (B) | <input type="checkbox"/> Careers Convention (C) | <input type="checkbox"/> HCT Visit to School (D) |
| <input type="checkbox"/> Exhibition/Roadshow (O) | <input type="checkbox"/> HCT Information Day (F) | <input type="checkbox"/> HCT Prospectus (G) |
| <input type="checkbox"/> Courses Leaflets (H) | <input type="checkbox"/> HCT Advertising (i) | <input type="checkbox"/> HCT Course Tutor (J) |
| <input type="checkbox"/> Friend/Relative (K) | <input type="checkbox"/> HCT Student (L) | <input type="checkbox"/> Employer (M) |
| <input type="checkbox"/> Connexions Personal Advisor (E) | <input type="checkbox"/> Website (A) | <input type="checkbox"/> Other (N) |

SECTION 10

All applicants will be invited for interview. All courses are offered subject to adequate demand.

Applicants Signature:

Date:

Return completed form to: Admissions, FREEPOST (HR70), Herefordshire College of Technology, Folly Lane, Hereford HR1 1BR

The information contained on this form will be used to process your application and to keep you informed of courses at HCT. If you do not wish to receive future mailings from us please tick

For students under 18, the College values the support of parents and guardians.

Name(s) of Parent(s)/Guardian(s) for contact (Block Capitals) please state Mr/Mrs/Mr & Mrs:

SECTION 11

However if you do not wish us to contact them regarding your application, please discuss this at your interview.



Criminal Convictions

If you do not tick either the 'Yes' or 'No' box overleaf, we will contact you to get this information and this will delay your application. You must tick 'Yes' if you have a conviction **unless** it is:

- a) A motoring offence that you received a fine or three penalty points for, OR
- b) A spent sentence (as defined by the Rehabilitation of Offenders Act 1974)

Please be aware that for certain courses, particularly in teaching, health and social care, you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are serving a prison sentence you must tick the 'Yes' box. If you are convicted of a criminal offence after you have enrolled, you **MUST** let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from your Citizens Advice Bureau.

Safeguarding – Who is 'Looked After'?

A child is looked after by a local authority, when s/he is either:

- a) In care, OR
- b) Being provided with accommodation by the authority.

The College also includes vulnerable young adults (up to 25 years of age) in this category. The College's designated Safeguarding Officer is Debra Baldwin.

If you have problems completing your application form
please call our Admissions Office 0800 032 1986

Please complete and return the form to the admissions office
Herefordshire College of Technology, Admissions Office, Folly Lane, Hereford HR1 1LS
Fax: 01432 353 449
www.hct.ac.uk email: enquiries@hct.ac.uk

[For Office Use Only]

Date on system:	Initials:
Inputted to QLS:	Initials: