



How to Apply: Please complete the application form, answering all the questions as fully as you can. Please tell us your first choice of course; this is the choice we will process for full-time applications.

Once we receive your application form we will invite you to come in to College for an initial assessment if applicable. It is really important that you attend, as you will receive more information about your course and what you can expect when you come to study at College.

If you would like help from a Careers Advisor choosing your course please call 01302 558 231 / 01302 553 805 or email he.careers@don.ac.uk

If you have any questions about a specific course or need help with your application form you can contact our Course Information and Enquiry Team on Freephone 0800 358 7575 or email infocentre@don.ac.uk

If you need information on our childcare and nursery facilities, meeting the costs of studying (eg books, materials, travel) or about the College's Counselling Services please visit the website www.don.ac.uk/welfare

Refunds: Students who withdraw from courses are not entitled to refunds or other reductions in fees, other than in the most exceptional circumstances. Any refund approved is subject to an administrative charge equal to the course registration fee.

Closure of Courses: The College reserves the right to close any course, or to discontinue it without prior notice. The option to transfer to another course will be offered or fees will be refunded in accordance with the College's fee refund policy. The College will not accept responsibility for any other fees or expenses incurred by the student resulting from this.

Please write clearly completing all sections fully, using black or blue ink and return to:

Centralised Admissions, Student Services, The Hub, Doncaster College, Chappell Drive, Doncaster, DN1 2RF.

Please indicate whether you have completed the application on behalf of the student: Yes No

Title: Mr Mrs Miss Ms Other Age: _____ NI No: _____

First Name(s): _____ Surname/Family Name: _____

Previous Surname (if changed within last 3 years): _____

Full permanent home address: _____

Postcode: _____

Date of Birth: _____

Email: _____

Telephone Number: _____ Mobile Number:*

Most recent school/college attended (16-18 year olds only): _____ Finish Date: _____

Current Employer: _____ Job Role: _____

***We may contact you by text to inform you of appointment dates so please ensure your mobile number is correct.**

Are you or have you been looked after by Local Authority Care? Yes No

Nationality: _____ Have you lived within the UK/EEA (EU) for the last 3 years? Yes No

If you have ever lived outside the UK please state which country you were in previously and your date of entry into the UK:

Please indicate your current status in the UK (please tick one box):

British/EU Citizen Entering the UK to Accompany Husband/Wife
Entering UK as a Student (Student Visa) Entering UK as a Visitor (Visitor Visa)
Asylum Seeker/Refugee/Indefinite Stay Entering UK for Work

Please state below the course you wish to apply for - **we will only process your first choice for full-time applications.**

Course Title	Full-time	Apprenticeship	Part-time
1st Choice _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Choice _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please state the reason for your first choice of course: _____

What type of job/career are you hoping this course will lead to? _____

Please note if you have ticked the Apprenticeship box you will need to find an employer. If you are aged 16-18 and have only ticked the Apprenticeship box we will also process your application for a full time course in case you are unable to find an Apprenticeship employer.

Are you applying for the Sports Academy? Yes No

Please list any educational history and qualifications below. (Please continue on another sheet if necessary). Please note, if you are still to receive results or sit exams then state clearly below all your predicted grades. We cannot process your application without this information.

Course/Subject Title	Type/Level (Eg GCSE/BTEC First)	Date of Completion	Grade (achieved/predicted)	Tick if Awaiting Results
Maths	GCSE			
English Language	GCSE			

For office use only

Nature of Query: _____

Student ID Number: _____

Date Input to EBS: _____

Application Code(s):

Initial Assessment Date	Outcome

Doncaster College is committed to supporting all its students. To help us achieve this, please answer all the following questions (please tick boxes as appropriate).

Do you consider yourself to have a disability? Yes No If yes please tick boxes below

Partially Sighted or Blind
Hard of Hearing or Deaf

Physical Disability
Physical Disability (non-wheelchair)

Mental Health

Do you have a learning difficulty? Yes No If yes please tick boxes below

Dyslexia
Other (please give details)

Autistic Spectrum

Dyspraxia

Do you have any medical conditions which may affect your course? Yes No

To help us monitor how well we recruit from all backgrounds, please indicate what you consider your ethnic origin to be (please tick one box)

31 English/Welsh/Scottish/N.Irish/British

32 Irish

33 Gypsy/Irish Traveller

34 Any Other White Background

37 White and Asian

36 White and Black African

35 White and Black Caribbean

38 Any Other Mixed/Multiple Background

41 Bangladeshi

39 Indian

40 Pakistani

43 Any Other Asian Background

44 African

45 Caribbean

46 Any Other Black/African/Caribbean Background

42 Chinese

47 Arab

98 Other

99 Not Known

Equality Information: Monitoring Protected

Characteristics: The Equality Act 2010 introduced a Public Sector Equality Duty, which further and higher education institutions have to meet. The General Duty is underpinned by Specific Duties. In England these commenced on 10th September 2011. The English Specific Duties require further and higher education institutions to publish information to demonstrate their compliance with the Equality Duty.

The College encourages students to disclose equality-related data, to help promote Equality and Diversity within the organisation. The information helps us to improve things, tells us where to direct our services and shows us if certain people are not making the most of them and helps us to check that everyone's needs are being met regardless of who they are.

The law is very strict about making sure that we protect this information and deal with it sensitively and responsibly. It helps to make sure we are targeting services at the right people, to make sure the College is being fair and transparent and that people from all backgrounds are represented.

As an organisation we have secure and confidential mechanisms for sharing information only with appropriate individuals within the institution. **It is not compulsory to disclose this information.**

Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes

No

If you ticked no:

Transgender: Male to Female

Transgender: Female to Male

Religion and Belief

What is your religion?

No religion

Christian

Jewish

Sikh

Buddhist

Hindu

Muslim

Spiritual

Any other religion or belief

Sexuality

What is your sexuality?

Bisexual

Gay woman/lesbian

Other

Gay man

Heterosexual/Straight

Criminal Convictions – MUST BE COMPLETED

(A ‘YES’ ANSWER DOES NOT AUTOMATICALLY EXCLUDE YOUR ENROLMENT)

We need to ask all students whether they have any ‘relevant’ criminal convictions as defined by the Rehabilitation of Offenders Act 1974. ‘Relevant’ meaning offences against a person, whether violent or sexual, offences involving drugs or controlled substances, or theft. A declaration of a relevant Criminal Conviction will result in a Risk Assessment being carried out to determine whether the student poses a risk to the welfare or safety of others. This does not include warnings, cautions, reprimands and (for example) speeding fines/points.

Do you have a ‘relevant’ criminal conviction? Yes No

However, where a caution has been received in connection with a sexual or violent incident, we would ask that this is declared in the boxes below.

Do you have a ‘relevant’ violent or sexual caution? Yes No

If you are applying for a course in health, humanities, science and caring professions we need details of all sentences (as defined by the Rehabilitation of Offenders Act 1974). Doncaster College uses this application to collect information about you (‘your personal data’) to use for various administrative, academic and health and safety reasons in order to operate Doncaster College effectively. The Data Protection Act (1998) requires us to obtain your consent in order to do this.

I agree to Doncaster College processing my personal data which may include information about any learning difficulties or disabilities contained either in this form or other data, which Doncaster College may obtain from me or other people. I agree to the processing of such data for any purpose connected with my course application, my studies, my health and safety, or for any other legitimate reason. If you are aged under 18 you agree that Doncaster College may contact your parents, guardian or carer to discuss your application.

I declare that the information given on this form is correct.

Signed (Applicant):

Date:



**Doncaster
College**



Authorisation to Process

I authorise the College to record and process this information, which is defined as sensitive personal data under the Data Protection Act 1998. This personal information will not be shared with third parties and will only be used to monitor the College’s compliance with its Equality Duty.

Signature:

Date: