

# Higher Education Application Form



Please complete all sections fully.

<b>1</b>	First name:	<input type="checkbox"/> Male	
	Last name:	<input type="checkbox"/> Female	
<b>2</b>	Date of birth: (eg 28/05/76)	Nationality:	
	Age (as at 31 <sup>st</sup> Aug 2021):	Normal country of residence: Have you lived in the UK or EU/EEA for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>3</b>	Permanent Address:	Telephone (including area code):	
	Postcode:	Mobile phone: E-mail:	
<b>4</b>	<b>Have you previously studied at Exeter College:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>5</b>	<b>Programme applying for</b> (Please state which month you intend to start this programme): <input type="checkbox"/> Full time <input type="checkbox"/> Part time		
<b>6</b>	<b>Please complete for PGCE/Cert Ed only.</b> What subject do you want to teach (subject specialism and level)		
<b>7</b>	<b>Please complete for PGCE/Cert Ed/Award in Education only.</b> Current employment (if applicable)		
	Employer/Work address <input type="text"/>	Postcode <input type="text"/> Home telephone <input type="text"/> Email <input type="text"/> Post: <input type="text"/> Number of Teaching hours (per week) <input type="text"/>	
<b>Previous employment and main duties:</b> Please give details of employment and work experience.			
<b>Job Title</b>	<b>Name of organisation</b>	<b>Full time or part time</b>	<b>Dates</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8

**Personal statement (for PGCE and Cert Ed only)**

Please use this section to indicate why you want to teach your chosen subject within the Further Education and Training Sector. You should aim to write approximately 500 words. Please attach additional sheets if required.

9

**References (for PGCE and Cert Ed only)** - Please provide the names and email addresses of your referees. The first reference should be an academic reference and the second from your current employer (previous employer if not currently employed).

Referees name:

Email address:

Referees name:

Email address:

**Guidance information for your reference:**

**Who can write your reference:**

- Refer to [ucas.com](http://ucas.com) for guidance on how to provide a reference for an applicant to higher education [www.ucas.com/advisers/references](http://www.ucas.com/advisers/references)

**10 Disclosure and barring service (DBS – formerly CRB).** Applicants to this course are required to complete an **Enhanced Disclosure and Barring Service check.**

Do you have any outstanding criminal convictions, cautions, reprimands? Yes  No

You are required to state whether or not you have any past or pending criminal convictions, cautions and reprimands, including any that may be considered spent under the Rehabilitation of Offenders Act 1974. If you tick the 'yes' box, the tutor may ask if you wish to disclose anything at interview.

**11 Important!** If you answer **Yes** on either question of this section, **please submit additional information with your application by enclosing a letter with full details.** We may also approach relevant agencies for further information.

Do you have a criminal record, any outstanding court proceedings, on an Offenders' Register or working with the Youth Offending Team?

Yes  No

Do you have an agency or support worker? Yes  No

Please tick if you are in care or a care leaver

**12 We welcome all students and encourage you to tell us about the support you may need (please tick)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Visual impairment (do not tick if your eyesight is corrected by glasses) | <input type="checkbox"/> Exam access arrangements       | <input type="checkbox"/> English is not my first language   |
| <input type="checkbox"/> Hearing impairment   | <input type="checkbox"/> Moderate learning difficulties | <input type="checkbox"/> Education, Health and Care Plan  |
| <input type="checkbox"/> Disability affecting mobility  | <input type="checkbox"/> Severe learning difficulties   | <input type="checkbox"/> Speech, language and communication   |
| <input type="checkbox"/> Profound complex disabilities  | <input type="checkbox"/> Dyslexia                       | <input type="checkbox"/> Other specific learning difficulty (eg Dyspraxia and global development delay and speech and language) |
| <input type="checkbox"/> Autism, spectrum disorders   | <input type="checkbox"/> Dyscalculia                    | <input type="checkbox"/> Received Free School Meals and was in receipt before 1st April 2018                                    |
| <input type="checkbox"/> Asperger's syndrome  | <input type="checkbox"/> Other physical disability      |   |

**13 Are you applying for Disabled Student Allowance?** Yes  No   
Please contact us by email on [dsa@exe-coll.ac.uk](mailto:dsa@exe-coll.ac.uk)

**14 Data Protection: Privacy Notice**

- I confirm that the information I have provided on this form is correct
  - I understand that my information will be used to process my application so that I can enter into a learning agreement (contract) with the college
  - I understand that:
    - my contact details will be used to communicate with me about my application and future relationship with the college
    - my designated next of kin will be contacted to confirm their details
    - if I am under 18 when this form is submitted, details of my application may be shared with my school, parent(s) or carer(s) designated as my next of kin
    - details of my application may be shared with my employer if they are proposing to sponsor my study
    - details of my application may be shared with referees I have nominated on this form
  - I understand that to carry out its public task to deliver education the college will:
    - share my personal data with local authorities and other agencies which may contact me about services relevant to my application and my future attendance at college
- share my data with processing companies to facilitate payment and other services
  - share my personal data with other agencies (including law enforcement agencies) and funding bodies as required by law
  - discuss health and other information (including special categories information) with professionals and other organisations and agencies to ensure that I can have the support I need to achieve the best outcome from my application
  - unless I give my explicit consent, the college will process my special categories information only when necessary to protect my vital interests (e.g. my life), those of others, or where there is a legal obligation or a substantial public interest in doing so
  - If you are under 19 years old the college will share information regarding your attendance, progress and achievement with your parent(s) or carer(s) designated as your next of kin. This includes data presented electronically on the college's Parent Portal. If you have reason to discuss the information the college shares with your parent(s) or carer(s) who you have designated as your next of kin, please contact the Designated Safeguarding Lead by email: [DSL@exe-coll.ac.uk](mailto:DSL@exe-coll.ac.uk)

Further information about your rights and how we process your data can be found at [www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection)

**Student Signature** ..... **Date** .....

**What to do next:** When complete send this to Admissions, Exeter College, Hele Road, Exeter EX4 4JS  
We will then contact you regarding the next step in your application process