



## FULL-TIME APPLICATION FORM

Personal Details	Person Code:	IC Initials:	Unique Learner Number (ULN):
Surname: _____ First Name: _____ Male <input type="checkbox"/> Female <input type="checkbox"/>			
Address: _____			
Postcode: _____			
Tel No: _____	Mobile No: _____	Email: _____	
Date of birth: _____		Age on next September 1st: _____	
Your nationality: _____			
Have you lived abroad other than holidays over the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please state date of entry to UK: _____			
Country of normal residence (if not UK): _____			
Country of birth: _____			
Name and address of parent/carer (if applicant is under 18 years or if parent's/carer's address is different from above):			
Name: _____			
Tel No: _____	Mobile No: _____	Email: _____	
Address: _____			
Postcode: _____			
Are you in or have you been looked after by Local Authority Care? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Course Applied For:	Course Code	Course Title	Campus
1st Choice:			
2nd Choice:			
Please write here any dates when you are not available for interview: _____			

For Office Use Only			
Learning Support notified <input type="checkbox"/>	Report requested <input type="checkbox"/>	Received <input type="checkbox"/>	Reminder <input type="checkbox"/>
Interview Date..... CNX/DNA		Initial Assessment done <input type="checkbox"/>	
Interview Date..... CNX/DNA		Tutor Referral Form sent <input type="checkbox"/>	



## Equality and Diversity Monitoring (If you tick any of the boxes below your application will not be affected. This is for monitoring purposes only.)

### 1. Please describe your ethnic origin by ticking one box only

#### White

23 British

24 Irish

25 Any other white background  
(please state which)

#### Black or Black British

15 Black African

16 Black Caribbean

17 Any other black background  
(please state which)

#### Mixed

19 White and Asian

20 White and Black African

21 White and Black Caribbean

22 Any other mixed background  
(please state which)

#### Chinese or other ethnic group

18 Chinese

98 Any other (please state which)

#### Asian or Asian British

11 Bangladeshi

12 Indian

13 Pakistani

14 Any other Asian background  
(please state which)

15 Prefer not to disclose

### 2. What is your sexual orientation?

Heterosexual

Bisexual

Gay Man

Transgender

Lesbian

Prefer not to disclose

### 3. What is your religious belief?

Christian

Sikh

None

Muslim

Jewish

Other (please specify) \_\_\_\_\_

Hindu

Buddhist

Prefer not to disclose

## Learning Support and English for Speakers of Other Languages (ESOL)

Many students need extra support to help them with their course. If you tick any of the boxes below your application will not be affected - it is to help us to support you.

Do you have any special needs that you wish us to know about? Yes  No

Partially sighted or blind  01 Moderate learning difficulty  01

Hard of hearing or deaf  02 Severe learning difficulty  02

Physical disability (wheelchair)  03 Dyslexia  10

Physical disability (non-wheelchair)  04 Multiple learning difficulties  90

Other (please give details) \_\_\_\_\_

You can contact the Learning Support Department to discuss your support needs in private: Learning Support Department, Hertford Regional College, Ware Centre, Scotts Road, Ware, Herts, SG12 9JF, or call 01992 411846, or email: [learningsupport@hrc.ac.uk](mailto:learningsupport@hrc.ac.uk)  
What is your first language? .....

Would you like help with your English for your studies? Yes  No

For further information on how the College can help you with ESOL contact Skills for Life on 01992 411439

## How did you find out about Hertford Regional College? (please tick one or more boxes)

HRC Website

College Open Day

School

Public Library

Advert   
please state where eg. bus, newspaper, train etc  
\_\_\_\_\_

Community Event

Student/Friend/Relative

Careers Service

Employer

I am an Existing Student

Other

## Where did you obtain your copy of our full-time prospectus?

College Open Day  Community Event  please state \_\_\_\_\_

Downloaded from HRC Website  From the College  School  Careers Service  NextStep Centre

Public Library  please state \_\_\_\_\_ Other  please state \_\_\_\_\_

## Personal and Career Interests

We want to make sure that you get the most out of your time at college, so please tell us a little more about yourself and your plans for the future.

Why did you choose this course at HRC?

What job or career would you like in the future?

What are your hobbies and interests? Please tell us about any work experience, paid or unpaid.

## Level 2 and Level 3 Entitlement - Self Declaration (Aged 19 or over only)

If you would like to claim the Level 2/Level 3 entitlement please complete this section.

If you are aged 19 or over on 1st September in the year your course starts, and on your first Level 2 or 3 course you may qualify for fee remission. For more information please call 01992 411411.

I confirm that all the information on this form is correct and I declare that I do not already have a full Level 2 / Level 3 or higher qualification.

I confirm that I intend to continue my learning programme to achieve a full Level 2 / Level 3 qualification.

I understand that if I have declared false information action may be taken to reclaim the tuition fees and any associated costs from me.

TICK APPROPRIATE BOX    LEVEL 2     LEVEL 3

Signature

Print Name

## Data Protection Act 1998 - Consent to Process

Information you provide on this application form will be passed to the Learning and Skills Council and approved College Agents that are registered under the Data Protection Act 1998. This is primarily for the collection and analysis of statistical data but it also allows the Council and the College to share information with other organisations for the purposes of detecting fraud. Further information about data confidentiality is available on request.

I understand that this information will be used only for the purpose set out in the statement above, and my consent is conditional upon Hertford Regional College complying with their obligations and duties under the Data Protection Act 1998. I agree to Hertford Regional College processing personal data contained within this form, or other data or images, which Hertford Regional College may obtain, from me or other people, whilst I am a student.

We or they may contact you by mail, telephone, e-mail or fax with offers of services or goods of forthcoming events which may be of interest to you or customer response surveys. If you do not wish to be contacted for marketing purposes, please tick this box.

I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.

I confirm that the information I have given here is correct.

Sign here:

Print your name:

Date:

If you are under 18, please ask your parent/carer to sign here: I support my son/daughter/ward in their application to Hertford Regional College.

Sign here:

Print your name:

Date:

PLEASE RETURN THIS FORM TO THE CENTRE YOU WISH TO STUDY AT

Hertford Regional College

FREEPOST NW4954

**Broxbourne Centre**

High Road, Turnford

Broxbourne, EN10 6BR

Hertford Regional College

FREEPOST NW4954

Ware/Birchwood High School

**Ware Centre**

Scotts Road

Ware, SG12 9BR

*Copy in an alternative format is available. Please call 01992 411411.*