



Application Form

Dates to note*

Autumn term 2009

Monday 7 September to Friday 18 December
(Study week – Monday 26 October to Sunday 1 November)

Spring term 2010

Monday 4 January to Thursday 1 April
(Study week – Monday 15 February to Sunday 21 February)

Summer term 2010

Monday 19 April to Friday 18 June
(Study week – Monday 31 May to Sunday 6 June)

*These dates may be subject to change

College Open Days*

Wednesday 26 August 2009

2.00pm – 8.00pm

Tuesday 3 November 2009

2.00pm – 8.00pm

Wednesday 27 January 2010

2.00pm – 8.00pm

Thursday 11 March 2010

2.00pm – 8.00pm

Tuesday 11 May 2010

2.00pm – 8.00pm

*These dates may be subject to change. Check out our website www.bedford.ac.uk for the latest details

Please call us on **01234 291000**

or visit www.bedford.ac.uk

for details on additional advice
and guidance events.

Please note: If you are applying for a full-time course the closing date for applications is **Friday 28 May 2010**. Applications after this date may be considered but are subject to availability. If you are applying after 28 May, please call our Enquiries & Guidance team first on **01234 291000**.

How to apply

1. Complete this application form in pen.
2. You may apply for up to two different courses using the same form. If you are not sure which course you want to take and would like to discuss your options further, please telephone us for an appointment or indicate on this form that you would like to see a careers adviser.
3. When completing this form, please use the same title of the course as quoted in our prospectus/guide.
4. If you are applying for higher education or university-level courses, please check our degree-level prospectus for full details on how to apply, as some courses require you to apply through the University and College Admissions Services (UCAS) instead.
5. The College collects information about all our students for various administrative, academic, and health and safety reasons. Because of the Data Protection Act 1998, we need your consent before we do this. Since we cannot operate the College effectively without processing information about you, we need you to sign the consent processing clause on the application form.
6. When you have completed your application form, put it in an envelope and send it to: **Enquiries and Guidance, Bedford College, FREEPOST BF356, Bedford MK42 9BR.** No stamp required.

**For further assistance with
your application, call us on
01234 291000**

What happens next

1. We will acknowledge your application within 10 working days. If you are applying for a full-time course, an apprenticeship or certain part-time courses (see our Part-Time Course Guide), you will be invited to attend a formal interview and for some courses an assessment. The interview is a two-way process, and is an opportunity for you to ask any questions too.
2. You will then receive a formal offer of a place within five working days. You need to accept this in writing within two weeks of receipt to ensure your place.
3. Before your course starts we will send you your enrolment pack containing details of your course times, dates, tutor and when to pay any fees.



Application Form

Date	
Person code	
Ack	
Interview	Date
	Time
Off	
Employer Sponsor Code	

To apply for your chosen course(s), just complete this application form, sign and date it, and send it to: Enquiries and Guidance, Bedford College, FREEPOST BF356, Bedford MK42 9BR (no stamp required).

Please note: this is not your course enrolment form and you should NOT attach any fees or payment. We will tell you when to do this if your application is successful.

1 – PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms **Surname:**

First Name: **Middle Name(s):**

Address:

Postcode:

Mobile Tel No*: **Day/Evening Tel No:**

Nationality: **Date of Birth:** **Age as of 31/8/10:**

Have you lived outside of the UK other than holidays during the last 3 years? Yes / No
If yes, please state date of entry to the UK:
(Please attach photocopy of passport details plus entry/visa stamp)

Are you an existing student at Bedford College? Yes / No
If yes, please state current course: **Student ID number:**

Are you still at school? Yes / No
If yes, please state name of school:

***We will send you a text reminder of your interview appointment.**

2 – COURSE YOU ARE APPLYING FOR (If you are combining courses please enter both under first choice)

Please check the course entry requirements to find out which level suits you best, please call our Enquiries & Guidance team on **01234 291000** if you are unsure.

I am applying for a: Full-time course Part-time day course Part-time evening course Apprenticeship*

*If you are applying for an apprenticeship, you must complete section 4.

COURSE NAME	COURSE CODE (IF KNOWN)
First Choice:	
Second Choice (optional):	

Have you had an interview with a careers adviser or Connexions, please tick

Alternatively, if you have not yet chosen your course and would like an interview with a careers adviser, please tick

3 – QUALIFICATIONS

Please provide below details of any EXAMINATIONS YOU ARE DUE TO TAKE:*

SUBJECT	LEVEL	PREDICTED GRADE	EXAMINATION BODY	DATE OF EXAM

*If your qualifications do not match the entry requirements for the course please call our Enquiries & Guidance team on **01234 291000**.

3 – QUALIFICATIONS (CONTINUED)

Please provide below details of any EXAMINATIONS YOU HAVE ALREADY TAKEN:

SUBJECT	LEVEL	GRADE	EXAMINATION BODY	DATE TAKEN

4 – CAREER PATH

Reason for your choice of course(s)*:

(* Please continue on separate sheet if necessary)

Any relevant work/employment experience*:

(* Please continue on separate sheet if necessary)

Current employer (if applicable). For apprenticeship applications please state the employer that you will be working for at the start of your course (if applicable).

Name:

Address:

Tel No:

5 – ADDITIONAL SUPPORT

The College provides support for students with learning difficulties and/or disabilities. Please help us to provide you with the support you may need by answering the questions below. Any information will be treated confidentially and used only to ensure you receive extra help.

Do you have a learning difficulty, disability or sensory impairment? Yes / No

If yes, please give details:

Have you had any examination concessions in the past? Yes / No

If yes, please give details:

Is there any other help you think you might need?

Would you like to talk confidentially to a member of staff about additional support? Yes / No

If yes, how would you like us to contact you?

6 – OTHER INFORMATION

Please give any other information relevant to your application.

7 – ETHNIC ORIGIN

This information helps us monitor Equal Opportunities and reflects the diversity of the local community. It does NOT affect your application in any way.

Please indicate the category which you feel best describes your ethnic origin.

- | | | | | |
|-------------------------------|---------------------------------------|---|---|-----------------------------|
| Asian or Asian British | <input type="radio"/> Bangladeshi | <input type="radio"/> Indian | <input type="radio"/> Pakistani | <input type="radio"/> Other |
| Black or Black British | <input type="radio"/> African | <input type="radio"/> Caribbean | <input type="radio"/> Other | |
| Mixed | <input type="radio"/> White and Asian | <input type="radio"/> White and Black African | <input type="radio"/> White and Black Caribbean | <input type="radio"/> Other |
| White | <input type="radio"/> British | <input type="radio"/> Irish | <input type="radio"/> Other | |
| <input type="radio"/> Chinese | <input type="radio"/> Any other group | <input type="radio"/> Prefer not to say | | |

8 – CRIMINAL CONVICTIONS

Do you have any unspent criminal convictions? Yes No

You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings.

If you declare that you have an unspent conviction we will contact you for further information. Declaring a conviction will not necessarily bar you from being offered a place at College, however failure to disclose something which we later become aware of could result in disciplinary action.

Please note that some of our courses, such as care, childcare or health studies, require you to undergo a Criminal Records Bureau disclosure. This will include both spent and unspent convictions, as well as cautions, reprimands and final warnings.

For further advice about whether convictions are unspent please contact the NACRO Helpline on **0800 0181 259**.

9 – REFERENCES

Please give the names and addresses of two referees. These may be school or an employer, but not family members (acceptance on to your course is subject to satisfactory references, so please ensure this section is completed in full so that we can process your application quickly).

1. **Name:** _____ **Position:** _____

Address:

Tel No: _____

2. **Name:** _____ **Position:** _____

Address:

Tel No: _____

10 – SIGNATURE

I wish to apply for the course(s) listed on this form and I agree to Bedford College processing the personal data I have given for any purposes connected with my application, my health and safety whilst on the premises, or any other legitimate educational reason, in accordance with the Data Protection Act 1998. The information you provide may be shared with Connexions for the purpose of administration, careers and other guidance, and statistical and research purposes. I confirm that the information I have given is accurate to the best of my knowledge, and that I have included all information relevant to my application.

Signature of Applicant: _____

Date: _____

Name of Parent or Guardian: (For students under 18) _____

Signature: _____