



College use only			
School _____	Forename _____	Surname _____	
Received _____	Acknowledged _____	Reference _____	Offer _____

Application Form

What happens after I complete this form?

1. You may submit your form to Totton College or your school may offer to do this for you.
2. An interview will be arranged for you with an appropriate member of staff. You may have this interview at the College or we may come and visit you at school. You will be able to discuss your courses, student life and the academic and non-academic activities you may wish to become involved in at the College. We will provide you with information about the College, travel subsidies, student support available and stages leading up to enrolment.
3. If you have a Record of Achievement, please bring it with you to the interview and identity evidence e.g. passport, driving licence, ID card, national insurance card or bank card.

How did you hear about Totton College? _____

1 Personal details

Have you studied at Totton College before?

- Yes No

Surname _____ Learner Reference Number (if known) _____

Forenames _____ Unique Learner Number (ULN) (if known) _____

Chosen name _____ Unique Candidate Number (UCI) (if known) _____

Title (Mr/Mrs/Miss/Ms/...) _____

Date of birth _____

Sex

- Female Male

National Insurance Number _____

2 Contact details

Address _____

Postcode _____

Telephone number _____

Mobile number _____

Email address _____

3 Emergency contacts (Parents/Guardians)

Surname _____

Forenames _____

Title (Mr/Mrs/Miss/Ms/...) _____

Relationship to applicant _____

Telephone number _____

Mobile number _____

Email address _____

Surname _____

Forenames _____

Title (Mr/Mrs/Miss/Ms/...) _____

Relationship to applicant _____

Telephone number _____

Mobile number _____

Email address _____

4 National identity

Nationality _____

Have you been a permanent resident of the UK for the last three years?

- Yes No

If no, please provide details

5 Ethnicity

We use this information to help us monitor our diversity as part of our Equal Opportunities Policy. Please tick one.

White

- 31: English / Welsh / Scottish / Northern Irish / British
 32: Irish
 33: Gypsy or Irish Traveller
 34: Any Other White background

Asian / Asian British

- 39: Indian
 40: Pakistani
 41: Bangladeshi
 42: Chinese
 43: Any other Asian background

Mixed / Multiple ethnic group

- 35: White and Black Caribbean
 36: White and Black African
 37: White and Asian
 38: Any Other Mixed / multiple ethnic background

Black / African / Caribbean / Black British

- 44: African
 45: Caribbean
 46: Any other Black / African / Caribbean background

Other ethnic group

- 47: Arab
 98: Any other ethnic group
 99: Prefer not to say

6 Support information

Do you consider yourself to have a learning difficulty, disability or health problem?

- Yes
 No
 Prefer not to say

If yes, please provide details _____

Do you have an Education Health Care (EHC) plan?

- Yes No

If you attend a Day Service, please complete the following:

Day service name _____

Telephone number _____

Key worker name _____

Telephone number _____

If you have a Social Worker, please complete the following:

Social worker name _____

Telephone number _____

7 Previous education

Schools/Colleges attended in the last three years

School/College	Year Started	Year Left

Qualifications

Qualification	Level	Year	Predicted Grade	Actual Grade

8 Background information

Please list activities and interests that you take part in.

Positions of responsibility that you hold or have held in the past.

Please provide details of any previous or current work experience and employment.

Please list your career goals, if any.

Please use this space to record any additional information that you feel may be useful in your application.

9 Areas of study

What subjects are you interested in studying? _____

Are you interested in doing an apprenticeship / traineeship?

- Yes No

If you are a adult learner please answer the following question, if you are not, please go to question 13.

10 Household situation

(Required under EC Regulation 1304/2013)

Please tick any of the following statements that apply

- No household member is in employment and the household includes one or more dependent children (HHS1)
- No household member is in employment and the household does not include any dependent children (HHS2)
- I live in a single adult household with dependent children (HHS3)
- None of these statements apply (HHS99)
- I wish to withhold this information (HHS98)

11 Employment status (prior to enrolment)

- 10: In paid employment (including self-employed)

Are you self-employed?

- Yes (SE1) No

Employment hours

- EII5: Learner is employed for 0 to 10 hours per week
- EII6: Learner is employed for 11 to 20 hours per week
- EII7: Learner is employed for 21 to 30 hours per week
- EII8: Learner is employed for 31+ hours per week

Length of employment

- LOE1: Employed for up to 3 months
- LOE2: Employed for 4-6 months
- LOE3: Employed for 7-12 months
- LOE4: Employed for more than 12 months

Is your employer supporting you on this course?

- Yes No

Is your employer paying for your course?

- Yes No

Employer name _____

Employer address _____

- 11: Not in paid employment, looking for work and available to start work

Length of unemployment

- LOU1: Unemployed for less than 6 months
 LOU2: Unemployed for 6-11 months
 LOU3: Unemployed for 12-23 months
 LOU4: Unemployed for 24-35 months
 LOU5: Unemployed for 36 months or more

- 12: Not in paid employment, not looking for work and/or not available to start work

Were you in full-time education or training prior to enrolment?

- Yes (PE1) No

12 Benefit status

- BSI1: In receipt of Job Seekers Allowance (JSA)
 BSI2: In receipt of Employment and Support Allowance - Work Related Activity Group (ESA WRAG)
 BSI3: In receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)
 BSI4: In receipt of Universal Credit

13 Criminal records

Do you have any unspent criminal convictions?

- No Yes

If yes, please provide details: _____

Totton College – Data Protection Statement

Totton College is a trading name of Nacro, a registered company and charity. Our registered office is at 46 Loman Street, London, SE1 0EH. All references to 'Totton College' or 'College' shall be interpreted to mean Nacro.

Under the General Data Protection Regulation, we have a legal duty to protect your privacy, and as such this means that we ensure your data is secure and that your information is shared ONLY with those who are allowed and need it within our organisation. You can view our privacy statement here -

<https://www.totton.ac.uk/home/privacy/>



Education & Skills
Funding Agency

Education and Skills Funding Agency – Privacy Notice

How we use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- | | | |
|---|------------------------------------|------------------------------------|
| <input type="checkbox"/> About courses or learning opportunities. | <input type="checkbox"/> By post. | <input type="checkbox"/> By e-mail |
| <input type="checkbox"/> For surveys and research. | <input type="checkbox"/> By phone. | |

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>



The ESFA are ESF Co-Financing Organisations, and they may use your information to enable them to access ESF funds.

Learning Records Service – Privacy Notice

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to:

<https://www.gov.uk/government/publications/lrs-privacy-notice>

European Social Fund

Your course at Totton College may be supported by the European Social Fund (ESF). The ESF was set up to improve employment opportunities in the European Union and so help raise standards of living. It aims to help people fulfil their potential by giving them better skills and better job prospects.

14 Declaration

I confirm that all information supplied on this form is correct to the best of my knowledge.

Signed _____

Date _____

Please send completed applications to Student Admissions, Totton College, Water Lane, Totton, Southampton SO40 3ZX.



023 8087 4874



admissions@totton.ac.uk



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