

APPLICATION FORM

Please complete ALL EIGHT STEPS of this form in BLOCK CAPITALS in black ink.
 This form can be made available in large print by requesting a copy from the Administration Office.

Email: office@newbattleabbeycollege.ac.uk

Tel: 0131 663 1921

Step 1 Course Choice

Please tick the course you wish to apply for

- | | |
|---|--------------------------|
| HNC Social Sciences - apply direct to QMU via UCAS | <input type="checkbox"/> |
| Access to Arts & Social Sciences (SWAP) | <input type="checkbox"/> |
| Access to Celtic Studies (SWAP) | <input type="checkbox"/> |
| Access to Primary Education (SWAP) | <input type="checkbox"/> |
| National Certificate in Celtic Studies (SCQF Level 6) | <input type="checkbox"/> |
| National Certificate in Rural Skills (SCQF Level 4) | <input type="checkbox"/> |
| Preparation for Further Education (SCQF Level 4) | <input type="checkbox"/> |

Step 2 Personal Information

Have you been known by any other name: _____

Surname (Last Name): _____

Forenames(s) (First Name): _____

Date of Birth:

D	D	M	M	Y	Y

Permanent Home Address: _____

Town/City: _____ Postcode: _____ Tel No: _____

Email Address: _____ Mobile No: _____

Your email address & mobile phone number will only be used by Newbattle Abbey College staff to communicate with you directly. Providing these details will enable the College to send you important information about the College by email and phone.

Preferred method of contact: Telephone:
 Mobile:
 Email:

Step 2

This information is collected in accordance with the latest equality legislation and is not used in any selection process. Please tick as appropriate:

- | | | | |
|---|--|---|---|
| <p>White</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Welsh</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Other White background</p> | <p>Asian, Asian Scottish Or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other Asian background</p> | <p>Black, Black Scottish or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Other Black background</p> | <p>Other Ethnic Background</p> <p><input type="checkbox"/> Other background</p> <p>Mixed</p> <p><input type="checkbox"/> Any Mixed background</p> <p><input type="checkbox"/> Information</p> |
|---|--|---|---|

Step 2

Is English your first language? (please tick) Yes No

Students must have a certain level of English language for course entry (this is normally IELTS 5.5 or the equivalent). If you are not able to provide evidence of your English language level, we will assess you to make sure that you meet the entry requirements for the course of your choice.

Nationality (according to your passport): _____

Have you lived in the UK for 3 years or more? Yes No

Are you a resident of the UK/EU (including refugee/asylum seeker)? Yes No

(if YES, go to **Step 3**)

Please state the country which is your permanent home: _____

Reason for entry to the UK: _____ Date of entry to the UK

D	D	M	M	Y	Y

Do you hold a valid UK Visa? Yes No

If YES - which Visa do you hold?

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Refugee | <input type="checkbox"/> Exceptional leave/Applying for asylum |
| <input type="checkbox"/> Dependent | <input type="checkbox"/> Certificate of entitlement to the right of abode in the UK |
| <input type="checkbox"/> Student | <input type="checkbox"/> Indefinite leave to remain/enter |
| <input type="checkbox"/> Other: _____ | |

NOTE: if you need a visa to live or work in the UK then you may be an INTERNATIONAL STUDENT and therefore must complete the International Student Application Form (available on request by calling 0131 663 1921 or emailing office@newbattleabbeycollege.ac.uk)

Step 3 Additional Support Needs/Disability

This information is collected in accordance with the code of practice issued under the Equality Act 2010 and is not used in any selection or allocation process. This information will be used to enable us to support you whilst at College. Please tick as appropriate.

- No known disability
- Blind/Partial sighted
- Deaf/Hearing impairment
- Unseen disability e.g. Diabetes, Epilepsy, Asthma
- Dyslexia
- Mental Health difficulties
- Wheelchair user/Mobility difficulties
- Multiple disabilities
- Personal care support
- Disability not listed

Please give details of any additional needs you may have in order for the Student Support Team to be able to advise you on appropriate types of help available.

Step 4 Educational Details

Name of last/current school, college or university attended: _____

Date of leaving or your intended leaving date: M M Y Y

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Scottish Candidate No (if known):

Qualifications obtained or pending. (Please tick **Passed/Pending** column appropriately e.g. where you are waiting for you results, please give your expected result and place a tick in the **Pending** box.)

Subject	Level	Year	Passed	Pending	Grade
e.g. English	Nat 5	2014	✓		B

(If necessary continue on a separate sheet)

What is the highest level of qualification you hold? _____

Step 5 Information in support of your Application

Please tell us why you have chosen this course, including any relevant skills and experience you have. Give details of any training schemes, work, volunteering, parenting, caring and any other information which might be relevant to your application. If necessary continue on a separate sheet.

Care-Experienced
 Anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement. Please tick.

Yes No

Step 6 How you heard about Us

It is useful for us to know where you heard about Newbattle Abbey College. Please tick the appropriate box to tell us what prompted you to contact the College.

- | | | |
|--|---|---|
| <input type="checkbox"/> Friend/Family | <input type="checkbox"/> Library | <input type="checkbox"/> Former Newbattle Student |
| <input type="checkbox"/> NAC Website | <input type="checkbox"/> Community/Job Centre | <input type="checkbox"/> Skills Development Scotland (Careers Scotland) |
| <input type="checkbox"/> Search Engine | | |
| <input type="checkbox"/> Other | | |
- Please state: _____

Step 7 References

Please provide full contact details for two people to whom the College could contact for a reference. The College will progress your application on receipt of two suitable references. You should obtain the permission of each referee. If possible one should be an employer and the other a tutor or a professional person. **Do not use family members.**

Referee 1

Name: _____ Occupation: _____

Address: _____ Postcode: _____

Tel No: _____ Email: _____

Referee 2

Name: _____ Occupation: _____

Address: _____ Postcode: _____

Tel No: _____ Email: _____

Step 8 Student Declaration/Data Protection

I confirm that the information given by me on this application form is to the best of my knowledge correct and complete.

I give my consent to the information I have supplied being used as outlined in the Data Protection Act 1998. Students may be approached by either SFC or SG, and/or their partners, to take part in research and surveys to help them with this task; and the College (NAC) and/or their partners may contact applicants/students about College courses, Surveys, Destination Tracking and events such as Open Days. The Scottish Funding Council (SFC) and the Scottish Government (SG) have responsibility for improving education in Scotland, as well as planning for future provision of both further and higher education and the funding of institutions and students. At no time will your personal information be passed to other organisations for marketing or sales purposes.

Please tick this box if you do NOT wish to be contacted in respect of such activities.

I certify that to the best of my knowledge the information given in this form is correct.

Your Signature: _____ Date: _____

If you do not hear from us within 14 days of submitting your application form please contact us by email (office@newbattleabbeycollege.ac.uk) or by calling 0131 663 1921

PLEASE CHECK THAT YOU COMPLETED EACH OF THE 8 STEPS ON THIS FORM.

Please return your **FULLY COMPLETED** application form to:

**Recruitment
Newbattle Abbey College
Newbattle Road
Dalkeith
EH22 3LL**

Newbattle Abbey College is a charity registered in Scotland. Registered Scottish Charity Number 035294.

- I give my consent that the data supplied can be used in line with the Data Protection Act. Students may be approached by Scottish Funding Council (SFC) and Scottish Government (SG) to take part in research and surveys. At no time will your personal information be passed to other organisations for marketing or sales purposes.
- I do not wish to be contacted.

OFFICE USE ONLY

Admission/ID NO	
Received	
Acknowledged	
Outcome UO	
Outcome CO	
Conditions	
Interview Date	