

EDUCATION Secondary school, college, etc attended	DATES	QUALIFICATIONS OBTAINED (or to be taken)	RESULTS, GRADES * (please include anticipated grades)

EMPLOYMENT/WORK EXPERIENCE (Company Name and Address)	FULL OR PART-TIME	JOB TITLE OR DUTIES	APPROX DATES

FURTHER INFORMATION
Please give details of personal interests, sports, hobbies, or personal achievements which you feel may support your application such as Duke of Edinburgh award scheme.

LOWESTOFT COLLEGE WELCOMES DISABLED LEARNERS AND OFFERS APPROPRIATE SUPPORT

Do you consider yourself to have a learning difficulty and/or disability and/ or health problem?	Yes		No		Prefer not to Say	
If you have a disability are there any arrangements which we can make for you when you are called for interview?	Yes		No		Prefer not to Say	

If YES, please specify, eg disabled, parking space, ground floor interview, interpreter, etc

CONFIRMATION OF DETAILS

- ◆ I declare to the best of my knowledge and belief that the information I have given is correct.
- ◆ I understand that the information I have given is personal data and, therefore, subject to the Data Protection Act 1998.
- ◆ I give permission for my previous student information to be passed from the Local Education Authority to the College. I understand that this will help Lowestoft College provide the right support for me while completing my course.

Signature of Applicant: Date:

Signature of Parent or Guardian: Date:
If applicant is under 18 years of age

ADDRESS FOR RETURN OF THE COURSE APPLICATION FORM:
NSSC, Harrison's Lane, Halesworth, Suffolk IP19 8PY

INFORMATION FOR APPLICANTS

THE APPLICATION FORM

Completing an application form is the first step in the process which will lead to an interview and the possible offer of a place. It is therefore most important that you complete ALL sections of the application form as clearly and fully as possible. These notes give some useful hints on how to complete it.

PERSONAL DETAILS

Please enter your personal details fully and clearly, so that we may contact you about your application.

COURSE REQUIRED

Please enter your first and second choice of course.

EDUCATION/QUALIFICATION/TRAINING

We are interested in any form of education you have followed including any courses which did not lead to an examination or qualification. We will take full note of any education or qualification gained overseas or as part of a Training Scheme. If you are taking qualifications before you come to College, please list them.

WORK EXPERIENCE AND EMPLOYMENT

Skills and knowledge you have gained at work can be useful in helping us make an offer of a place on an appropriate course.

FURTHER INFORMATION

We are also interested in any other activities you may have been involved in, including voluntary and community work or leisure interests which are relevant to the course.

INTERVIEW INFORMATION

If you have a disability please complete this section so that we can make suitable arrangements when you are called for an interview. The College strongly welcomes applications from disabled people and endeavours to support disabled students on the learning programme of their choice. It is easier for the College to achieve this if it is aware of your disability. All such information is treated with confidence and does not affect your application.

CONFIRMATION OF DETAILS

Please make sure that you have SIGNED and DATED your application to confirm that your details are correct and complete. Send it to the College as soon as possible.

REFERENCES

You may be required to provide two referees for some courses. You will be notified of this when your application form is received.

All applications are treated confidentially.

THE INTERVIEW

INTERVIEW INFORMATION

The College will acknowledge receipt of your application form within ten working days. An interview will then be arranged in due course.

The interview is important because it gives you an opportunity to see the College, meet some College staff and discuss any concern you might have about College life. You will be met by a Guidance and Information Officer who will give advice on fees, travel, childcare and details of courses you are interested in. You will be interviewed by a member of the teaching team and be given opportunities to ask any questions you may have.

At the end of the interview you will be advised of the next stage of your application.

FOR OFFICE USE ONLY

Acknowledgement

Interview arranged

Interview Check List
Completed

Did Not Attend

OUTCOMES

Definite Place

Provisional Place

Alternative Place

Refused

GIO NOTES

TUTOR NOTES