



# Application Form

## Dates to note\*

### Autumn term 2015

Monday 7 September to Friday 18 December  
(Study week – Monday 26 October to Friday 30 October)

### Spring term 2016

Monday 4 January to Thursday 24 March  
(Study week – Monday 15 February to Friday 19 February)

### Summer term 2016

Monday 11 April to Friday 17 June  
(Study week – Monday 30 May to Friday 3 June)

## Open Days\*

### Tuesday 14 January 2015

5.00pm-8.00pm

### Thursday 19 March 2015

5.00pm-8.00pm

\*These dates may be subject to change. Check out our website [www.bedfordsixthform.ac.uk](http://www.bedfordsixthform.ac.uk) for the latest details.

Please call Enquiries & Guidance on **01234 291768** or visit [www.bedfordsixthform.ac.uk](http://www.bedfordsixthform.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 **Sunday 31 May 2015**. Applications after this date may be considered but are subject to availability.



## How to apply

1. Complete all sections of this application form in pen.
2. When completing this form, please use the same title of the course as quoted in our prospectus/guide.
3. The Sixth Form 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 Sixth Form effectively without processing information about you, we need you to sign the consent processing clause on the application form.
4. When you have completed your application form, put it in an envelope and send it to: **Enquiries & Guidance, The Bedford Sixth Form, Business Reply Service, Licence No. RTEB – CKAX-ACEJ, Bromham Road, Bedford MK40 2BS** (No stamp required).

For further assistance with your application, call Enquiries & Guidance on **01234 291768**.

## What happens next

1. We will acknowledge your application within five working days. You will be invited to attend a formal interview. 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. If you are offered a place on a full-time course before the end of May you will be expected to attend our Welcome Day on Monday 29 June and will receive an invitation to this event.
4. Before your course starts we will send you an induction pack containing details of your course times, dates, tutor and when to pay any fees.

# Application Form

To apply for your chosen course(s) just complete this application form, sign and date it, and send it to:

**Enquiries & Guidance, The Bedford Sixth Form, Business Reply Service,  
Licence No. RTEB – CKAX-ACEJ, Bromham Road, Bedford MK40 2BS** (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.

Date	
Person code	
Ack	
Interview	Date
	Time
Off	

## 1 – PERSONAL DETAILS

<b>Title:</b> Mr / Mrs / Miss / Ms	<b>Surname:</b>	
<b>First name:</b>	<b>Middle name(s):</b>	
<b>House or flat number:</b>	<b>Street name:</b>	
<b>Town/city:</b>	<b>Postcode:</b>	<b>Day/evening tel no:</b>
<b>Mobile tel no:</b> <small>*We will send you a text reminder of your interview appointment.</small>	<b>Email:</b> <small>*Please write your email address clearly, as we may communicate with you by email.</small>	
<b>Nationality:</b>	<b>Date of birth:</b>	<b>Age as of 31/08/15:</b>
<b>Have you lived outside of the UK/EU/EEA other than holidays during the last 3 years?</b> <input type="radio"/> Yes <input type="radio"/> No		
If yes, please state date of entry to the UK: <small>(Please attach photocopy of passport details plus entry/visa stamp)</small>		
<b>Parent/carer:</b>	<b>Email:</b>	
	<b>Tel no:</b>	
<b>School/college(s) attended within the last three years:</b>		
<b>Are you a care leaver or looked after by the local authority?</b> <input type="radio"/> Yes <input type="radio"/> No		

## 2 – ADDITIONAL SUPPORT

The Sixth Form 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?

## 3 – COURSE YOU ARE APPLYING FOR

Please check the course entry requirements to find out which level suits you best, please call our Enquiries & Guidance team on 01234 291768 if you are unsure.

Please indicate the course you are applying for: 1. A-Levels  2. Full-Time Technical Qualification  3. GCSEs/Level 2

PLEASE SPECIFY THE SUBJECT OR COURSE TITLE

1. A-Levels (list choices)

2. Full-Time Technical Qualification (name, e.g. Childcare)

3. GCSEs/Level 2

If you have had an interview with a careers adviser please tick

**4 – QUALIFICATIONS**

Please provide below details of any EXAMINATIONS YOU ARE DUE TO TAKE OR HAVE ALREADY TAKEN:\*

QUALIFICATION (e.g. BTEC/GCSE)	SUBJECT	LEVEL	GRADE PREDICTED / GRADE ACHIEVED	DATE OF EXAM

\*If your qualifications do not match the entry requirements for the course please call our Enquiries & Guidance team on 01234 291768.

**5 – CAREER PATH**

Chosen career path (if known):

(\*Please continue on a separate sheet if necessary)

Reason for your choice of course(s)\*:

(\*Please continue on a separate sheet if necessary)

Any relevant work/employment experience\*:

(\*Please continue on a separate sheet if necessary)

**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/Asian British	<input type="radio"/> Indian	<input type="radio"/> Pakistani	<input type="radio"/> Bangladeshi	<input type="radio"/> Chinese	<input type="radio"/> Other
Black/African/Caribbean/Black British	<input type="radio"/> African	<input type="radio"/> Caribbean	<input type="radio"/> Other		
Mixed/Multiple Ethnic Group	<input type="radio"/> White and Black Caribbean	<input type="radio"/> White and Black African	<input type="radio"/> White and Asian	<input type="radio"/> Other	
White	<input type="radio"/> English/Welsh/Scottish/Northern Irish/British	<input type="radio"/> Irish	<input type="radio"/> Gypsy or Irish Traveller	<input type="radio"/> Other	
Other	<input type="radio"/> Arab	<input type="radio"/> Other	<input type="radio"/> Not known/not provided		

## 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 stop you from being offered a place at The Bedford Sixth Form, 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 Disclosure & Barring Service check.

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 020 7840 7200.

## 9 – REFERENCES

Please give the names and addresses of two referees. These may be from your school or an employer **but not family members**.

We may take up references to support your application, so please ensure this section is completed in full so that we can process your application quickly.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

## 10 – SIGNATURE

I wish to apply for the course(s) listed on this form and I agree to The Bedford Sixth Form, which is part of 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 other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_