

SCHOOL LEAVERS' APPLICATION FORM

1 Personal Details

Surname _____ Forename(s) _____ Name of Parent/Carer _____
 Date of Birth _____ Email Address _____
 Address _____ Telephone Number _____ Mobile Number _____
 _____ Female Male
 _____ School/College/Academy _____
 Postcode _____ Have you lived in the UK or European Union for all of the past 3 years? Yes No

2 Nationality & Ethnicity

Please tick box, or specify (if left blank the Institute will assume - country of residence: England, and nationality: English)

Country of Residence: ENGLAND if other specify: _____
 Nationality: ENGLISH if other specify: _____
 Overseas, UK entry date:
 Ethnicity (select appropriate code):

31 White – British	35 Mixed – White/Black Caribbean	38 Mixed – Other	42 Chinese	46 Black / Black British – Other
White – Irish	36 Mixed – White/Black African	39 Indian	43 Asian/Asian British – Other	47 Arab
33 Gypsy or Irish Traveller	37 Mixed – White/Asian	40 Pakistani	44 African	98 Any other
White – other		41 Bangladeshi	45 Caribbean	

3 Health / Additional Needs

The Institute is committed to providing the best learning experience/opportunity and any additional assistance or support you may require. To help us do this, please answer these questions accurately.

Do you have any medical condition/disablement? YES, enter code NO, please tick

1 Visual impairment	4 Other physical disability	7 Mental health	10 Aspergers Syndrome
2 Hearing impairment	5 Other medical condition (e.g. epilepsy, asthma, diabetes)	8 Temporary disability after illness	90 Multiple conditions
3 Disability affecting mobility	6 Emotional/behavioural difficulties	9 Profound complex disabilities	97 Other

Do you have a learning difficulty? YES, enter code NO, please tick

1 Moderate learning difficulty	10 Dyslexia	19 Other specific learning difficulty	90 Multiple learning difficulties
2 Severe learning difficulty	11 Dyscalculia	20 Autistic spectrum disorder	96 Other

Are you a young person in care? Yes No

4 Choice of Course

If you have a Record of Achievement, please take this to the interview.

Subject	Full time course or apprenticeship

If you have listed more than one subject you will be offered an interview with one of our careers advisers to help you decide. If applying for an apprenticeship we recommend you apply for a full time course too.

Why do you want to take the course/training for which you have applied? (Include any career aims if known, you may wish to continue on an extra sheet)

5 Skills, experience and interests

Please provide additional information, particularly about your work experience, jobs, training and personal interests (Please include dates)

6 Subjects/ Courses Studied

Subject/Course	Examination (GCSE, AVCE, AS/A2, EDEXCEL, RSA, NVO, NONE)	Completion Date	Predicted Grade	Actual Grade (If Taken)

7 Additional information

At times the Grimsby Institute Group may take photographs to be used for internal and external purposes. If you wish for your image not be used you must make the photographer aware of this at the time.

Some courses require work placements in a setting with access to young people who are under the age of 18 and/or vulnerable adults. These placements and a place on the course are subject to a satisfactory disclosure from the Disclosure and Barring Service.

Have you been suspended or excluded from a school or college? **Yes / No**

Safeguarding Children, Young People and Vulnerable Adults

The Grimsby Institute Group welcomes all applications and considers them on their individual merits. However, you are required to tell us about any convictions which are not spent under the Rehabilitation of Offenders Act (1974). For some careers you will need to declare all criminal convictions including those that are spent. Doing this will not necessarily stop you being offered a place on a course. Courses where a full disclosure is needed include those that could lead to a career in teaching or involve working with children or vulnerable adults, healthcare, the law/legal environment, accounting and finance, veterinary practices, RSPCA, taxi drivers, uniformed services and security. If you are unsure about what to declare then please seek advice from our Safeguarding team 01472 311222 Ext 474/638 (you do not need to give your name) or ask a careers advisor at the National Careers Service at <https://nationalcareersservice.direct.gov.uk/aboutus/contact-us>.

For further information on what spent or unspent please see the link below.

<https://www.nacro.org.uk>

Please tick if you are applying for a course that will require you to disclose any criminal convictions or outstanding investigations that could lead to a criminal conviction.

Please tick if you have any unspent convictions, have pending prosecutions or current court proceedings.

Please note: you do not need to tick the yes box if your criminal conviction is spent as defined by the Rehabilitation of offenders Act 1974.

If you have ticked the boxes for both of the above questions, you will need to make a full disclosure.

Please attach the information in a separate envelope with your application form.

If you have attached an envelope with disclosures it will be given to the Group Safeguarding Co-ordinator who will make contact and may ask you to come in for an interview to discuss. Please note that failing to complete this section or providing misleading or false information may lead to your application/enrolment being withdrawn. Ticking 'Yes' to any of the questions above will result in a follow up meeting in order to obtain further details. This is personal, sensitive information and we require your consent before we can process your form.

Application Privacy Statement

Why do we collect personal information?

The Grimsby Institute Group (The Institute) collects and processes personal data relating to its potential learners to meet its statutory obligations as an FE College. The Group is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

The Grimsby Institute Group consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

What personal information does the organisation collect?

To effectively process your application, The Institute collects personal data under GDPR Article 6f (legitimate interest) and Article 9g (Public Interest) to meet our legal obligations with the Education, Skills Funding Agency (ESFA) and Office for Students (OfS). The data is also necessary for The Institute to carry out its public task to provide education and training.

How is this collected and stored?

Information is collected directly from yourself via an application form. Data will be stored in a range of different places, including the student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

The documents will be kept whilst you are actively seeking a course with The Institute or for a period of 3 years from the date the application form is signed when we would contact you to update the information or destroy it if you are no longer looking for a programme.

If you are successful in securing a place on a course at the Institute this information will be transferred to your learner record and an updated Privacy Statement will be issued.

Who has access to data?

Your information will be shared internally, including with any Group staff who need the data to provide services to the learner.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use "legitimate interests" as grounds for processing in a very few situations. For full information regarding the Group GDPR policies please visit <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php> or speak to a member of staff.

Please return completed form to: The Admissions Team, The Grimsby Institute, FREEPOST DC1284, Nuns Corner, Grimsby, DN34 5BQ (NO STAMP REQUIRED)

I give my consent for the Grimsby Institute Group to contact my previous school for information to assess individual support.

Signature of Student _____ Date _____

8 School Comment (If Appropriate)

Percentage attendance?

Does the student have an EHCP? Yes / No (If yes please provide details on an extra sheet)

Appropriate level of course for further study? Advanced / Intermediate / Foundation (Please delete as appropriate)

Any other comments

Name of Tutor _____

Signature _____ Date _____

