

COURSE APPLICATION FORM

Mr/Mrs/ Miss/Ms _____	First Name(s) _____
Surname _____	
Address _____ _____	
Postcode _____	

Please take time to carefully complete all sections of this form. The information you provide is used to assess your application and ensure that we supply you with relevant information during the application and enrolment process. Please use **BLOCK CAPITALS**.

PERSONAL DETAILS

If your name and address details are already entered in the box at the top of this page please check and, if necessary, amend any errors. Please ensure your postcode is correct as this will avoid postal delays. If your name and address details do not appear in the box above please enter them now.

Home telephone: Mobile or contact telephone:

Email address: Date of birth: Age as at 1st August 2007:

Gender (tick one): Male Female Nationality:

Have you been resident in the UK for the past 3 years? (tick one): YES NO

If 'YES' are you an asylum seeker? YES NO

If 'NO' and you have been living outwith the European Union you may find our 'International Student Guide' helpful. To request a copy contact Learner Services (Tel: +44 141 332 1786 or Email: enquiries@stow.ac.uk)

If you have a National Insurance number please enter here:

If you have a SQA/SCOTVEC Candidate number please enter here:

Have you previously been a student at Stow College?: YES NO

COURSE(S) APPLIED FOR

You can select up to three courses in order of preference. If you can't decide or are unsure please contact Learner Services for friendly help and advice (Tel: 0141 332 1786).

	Full course title including level (ie. NC, HNC, etc.):	Mode of attendance			
		Full-time	Part-time Day	Part-time Evening	Part-time Flexible
1st Choice:	<input style="width: 350px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Choice (if any):	<input style="width: 350px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd Choice (if any):	<input style="width: 350px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note students on courses containing a Placement which may bring them into contact with children or vulnerable people, will be required to complete a Disclosure Scotland Application whereby the College will receive details of any criminal convictions. Stow College reserves the right to alter or cancel courses, their content, entry requirements or other details should circumstances dictate.

EDUCATION DETAILS

Last or current Secondary School or College:

Date of leaving/intended date of leaving:

QUALIFICATIONS ACHIEVED (continue on a separate sheet if necessary)

Please list any qualifications you already have or attach a photocopy of your Scottish Qualifications Certificate issued by the Scottish Qualifications Authority (SQA). If you have no formal qualifications remember that many courses at Stow College require NO entry qualifications, an informal interview may be all that is required. Indeed many courses are specifically designed for those with no formal qualifications (see College Prospectus for more details).

Subject	Level achieved	Subject	Level achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

QUALIFICATIONS PENDING (if none, please write 'NONE')

Subject	Level	Subject	Level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REASON FOR APPLYING (continue on a separate sheet if necessary)

Tell us why you want to do the course(s) you have applied for and what your career objectives are.

WORK EXPERIENCE (continue on a separate sheet if necessary)

Detail any work history. This may be full-time, part-time, voluntary or work experience placement.

HELP AND SUPPORT

Stow College is committed to supporting students both before and during their learning experience. We also believe that it is important to provide support following the completion of your course and into your next learning or career move.

A wide variety of support services is available starting from when you enquire about a course and continuing throughout your time at the College. To assist us in meeting your needs please answer the following questions:

Do you have any medical problems (tick one)? YES NO

Do you have any disabilities*? YES NO

(*Current Disability Discrimination legislation defines disability as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out their normal day to day activities)

Do you have any special learning needs (eg dyslexia)? YES NO

If you ticked 'YES' to any of the above we would encourage you to share details of any needs you may have so we can prepare to help you make the most of your time at the College. All reasonable adjustments will be made to ensure that anyone requiring extra assistance will not be substantially disadvantaged.

To help us meet this commitment it is important that you let us know what your needs might be as early as possible. Whatever you tell us will be treated with respect and consideration and, as far as is practicable, in confidence.

How would you wish to let us know what you are likely to need? (tick appropriate box):

By talking confidentially to a member of College staff at interview

By talking confidentially to a member of College staff by telephone

In writing (please attach a note of your requirements)

Through someone else such as an advocate, parent or carer who will accompany you to your interview.

EQUAL OPPORTUNITIES

We aim to ensure that no applicant receives less favourable treatment than any other on grounds including race, colour, nationality, ethnic or national origins, religion, sex, sexuality, marital status or disability or is disadvantaged by conditions or requirement which cannot be shown to be justifiable.

In order to ensure that the College's Equal Opportunities Policy is being applied effectively, all course applicants are asked to tick the appropriate box below. This is designed to indicate the general racial origin of each applicant. Information supplied is strictly confidential and will not be used for any purposes of selection.

Select the response which provides the most accurate description of yourself. Please bear in mind that it is origin pertaining to RACE that is to be indicated - not necessarily place of birth or nationality.

ASIAN, ASIAN SCOTTISH OR ASIAN BRITISH	WHITE OR BLACK BRITISH	BLACK, BLACK SCOTTISH OR BLACK BRITISH
<input type="checkbox"/> Indian	<input type="checkbox"/> Scottish	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> English	<input type="checkbox"/> African
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Welsh	<input type="checkbox"/> Any other Black background
<input type="checkbox"/> Chinese	<input type="checkbox"/> Irish	MIXED
<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Any other White background	<input type="checkbox"/> Any mixed background
		OTHER ETHNIC BACKGROUND
		<input type="checkbox"/> Any other background

SOURCE OF ENQUIRY

Please let us know where you first heard about Stow College (please tick):

<input type="checkbox"/> College prospectus/leaflet	<input type="checkbox"/> Careers Event/exhibition	<input type="checkbox"/> School
<input type="checkbox"/> Former/current student	<input type="checkbox"/> TV advertising	<input type="checkbox"/> Employer
<input type="checkbox"/> Friend/relative	<input type="checkbox"/> Radio advertising	<input type="checkbox"/> Careers Office
<input type="checkbox"/> College website	<input type="checkbox"/> Newspaper/magazine (please state):	<input type="checkbox"/> Other College/University
<input type="checkbox"/> Other website (please state):		<input type="checkbox"/> Other (please state):

HELP A FRIEND, RELATIVE OR COLLEAGUE

If you know of friends, relatives or colleagues who would be interested in receiving information about Stow College and the wide range of course opportunities available, please enter their details and we will send them a College Prospectus.

Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>

PLEASE SIGN HERE (to be completed by all applicants)

'I declare that the information provided on this form is true and correct. I agree to my details being held on the College's information systems. I understand that this information is protected under the Data Protection Act and I agree to the release as required to the Scottish Executive and its Agencies, Scottish Funding Council, Benefits Agency, SAAS, SQA, Bursary Provider, Employer/Sponsor, Parent/Guardian (if you are under 18 years old) and as the law may require.'

Signature	<input type="text"/>	Date	<input type="text"/>
-----------	----------------------	------	----------------------

If you are currently under 16 years of age this form must be countersigned by a parent or legal guardian below:

Name:	<input type="text"/>	Status (tick one):	Parent <input type="checkbox"/>	Legal guardian <input type="checkbox"/>
Signature	<input type="text"/>	Date:	<input type="text"/>	

Thank you for completing this form. Please return form in reply-paid envelope or FREEPOST to:
Learner Services, FREEPOST GW7985, Stow College, Shamrock Street, Glasgow G4 9BR

OUR MISSION

"Provide user driven services to satisfy the lifelong learning needs of all our customers and communities."

OUR VISION

"A centre of world class learning excellence providing innovative and diverse solutions."

