



If you know your Student Id please fill in this box .

Application for a part-time course

Please complete the form in CAPITAL LETTERS using a black pen. The personal information provided will be used for examination certificates.

PERSONAL DETAILS

Title: Surname:
 First Name(s):

Address:

 Postcode:
 Daytime Telephone (incl. STD code):
 Evening Telephone (incl. STD code):
 Mobile Telephone Number:
 Email:

Date of Birth:

Gender: Male
 Female
 Other

Please ensure ALL fields are completed as we may contact you via post, text or email regarding your application.

COURSE(S) ON WHICH YOU WISH TO ENROL

Course Code	Subject Title	Start Month	Start Year

EDUCATION, QUALIFICATIONS AND EMPLOYMENT

Please list your qualifications and educational background starting with the highest level qualification you have gained, including the grade:

If English is not your first language, please state the highest level of English language qualification you hold:

Please describe your current employment status:
 Employed – Full-time
 Employed – Part-time
 Self Employed
 Unemployed

Employer/Business name:

Job title/position:

Please state any previous work experience relating to the course for which you are applying i.e. Accounting/HR

continues overleaf

Nationality: _____

Have you ever lived outside of the United Kingdom (excluding holidays of 3 months or less)? Yes No

If yes, please give details of countries and dates:

Country	Dates
_____	_____
_____	_____

Is English your first language? Yes No

ATACSCIC supports many students who need additional support for difficulties with reading or writing, with a learning difficulty or for a disability.

Do you think you may need additional support? Yes No

If yes, it will help us to arrange support if you can supply us with some more details.

You do not have to give this information but it will help us to organise support or make any reasonable adjustments.

Are you or have you ever lived in care or been looked after? Yes No
(This means you have had or are currently receiving support from a social worker)

Do you have any relevant* spent** or unspent criminal convictions, any outstanding court proceedings, or are you on any offenders register? Yes No

* Relevant convictions means convictions for offences:

- Against the person, whether of a violent or sexual nature
- Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- Arson

** If you are applying for a course in health, social work, sport, childcare or involving work with children or vulnerable adults previous criminal convictions may affect your ability to attend work placements and possibly achieve your course. If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us access any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at ATACSCIC but will depend on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this could result in disciplinary action by ATACSCIC.

Personal Statement: Tell us in your own handwriting why you would like to do this course and how this fits in with your career plans:

How did you hear about Access Training & Computer Services CIC

Where did you pick up a copy of this application form?

PLEASE ENSURE ALL SECTIONS ARE FULLY COMPLETED BEFORE SUBMISSION

Signature:

Date:

ATACSCIC is fully committed to equal opportunities

Once completed call Andrew on 0742 535 7081 to discuss your application

Or email andrew.craig@atacscic.co.uk for more information