



# Application Form

Office Use Only	
Acknowledge Date	
Reference Requested	
UPN	

Personal Details			
Surname		Forename	
Date of Birth		Age Sep 2020	
Address			
Email		Telephone	
Parent/Carer		Parent/Carer	
Current Provision		SENCO	
Email		Telephone	
SEND	Please tick all that apply: Visual impairment Hearing impairment Profound complex disabilities Mental health difficulty Moderate learning difficulty Severe learning difficulty Autistic spectrum disorder Asperger's syndrome Physical disability Medical condition Dyslexia		
Nationality		Are you or have you ever been looked after by the Local Authority?	
To help us monitor how well we recruit from all background, please indicate what you consider to be your ethnic origin			
Career Goal / Aspiration. Please include the type of employment you would be interested in so that we can source suitable work placements			
Reference Name		Position	
Organisation		Address	
Telephone		Email	

### Qualifications / Course Studies

Please list any educational history and qualifications below. Please note, if you are still to receive results or sit exams then state clearly below all your predicted grades.

Course / Subject Title	Type / Level (GCSE / BTEC)	Date of Completion	Grade (Achieved / Predicted)	Tick if awaiting results

### Criminal Convictions

We need to ask all students whether they have any 'relevant' criminal convictions as defined by the Rehabilitation of Offenders Act 1974. 'Relevant' meaning offences against a person, whether violent or sexual, offences involving drugs or controlled substances, or theft. A declaration of a relevant Criminal Conviction will result in a Risk Assessment being carried out to determine whether the student poses a risk to the welfare or safety of others. This does not include warnings, cautions, reprimands and (for example) speeding fines / points.

Do you have a 'relevant' criminal conviction?

However, where a caution has been received in connection with a sexual or violent incident, we would ask that this is declared in the boxes below.

Do you have a 'relevant' violent or sexual caution?

### Data Protection

I agree to Harrison College Limited processing my personal data which may include information about any learning difficulties or disabilities contained either in this form or other data, which Harrison College Limited may obtain from me or other people. I understand that the processing of such data for any purpose connected with the course application, studies, my health and safety, or for any legitimate reason is necessary for the college to perform its obligations and effectively manage my application to ensure that I receive the more suitable support and information, advice and guidance. We will only ask for as much information we need to fulfil your application and meet our legal obligations. If you are under the age of 18 we may contact your parents, guardian or carer to discuss your applications.

The college keeps different types of data for different lengths of time depending on need and our obligations. They are explained in our Data Protection Policy which can be found on our website or a paper copy can be made available at your request.

Signature Applicant:		Date:	
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## Equality Information

The Equality Act 2010 introduced Public Sector Equality Duty, which further and higher education institutions have to meet. The General Duty is underpinned by Specific Duties. In England these commenced on 10<sup>th</sup> September 2011. The English Specific Duties required further and higher education institutions to publish information to demonstrate their compliance with the Equality Duty.

Harrison College Limited encourages students to disclose equality related data, to help promote Equality and Diversity within the organisation. The information helps us to improve things, tells us where to direct our services and shows us if certain people are not making the most of them and helps us to check that everyone's needs are being met regardless of who they are.

The law is very strict about making sure that we protect this information and deal with it sensibly and responsibly. It helps to make sure we are targeting services at the right people, to make sure Harrison College Limited is being fair and transparent and that people from all backgrounds are represented.

As an organisation we have secure and confidential mechanisms for sharing information only with individuals within the institution. It is not compulsory to disclose this information.

Is your gender identity the same as the gender you were assigned at birth?		Yes	No
If you ticked no:		Transgender: Male to Female	Transgender: Female to Male
What is your religion?	No religion	Christian	Jewish
	Sikh	Buddhist	Hindu
	Muslim	Spiritual	Other
What is your sexuality?	Heterosexual	Bisexual	Gay Man
	Lesbian	Other	

I authorise Harrison College to record and process this information, which is defined as sensitive personal data under the Data Protection Act 1998. The personal information will not be shared with third parties and will only be used to monitor the college's compliance with its Equality Duty.

Signature Applicant:		Date:	
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Please return your completed application form to Harrison College either via email to: [principal@harrisoncollege.co.uk](mailto:principal@harrisoncollege.co.uk) or via post to: Principal, Harrison College, Barclay Court, Heaven's Walk, Doncaster, DN4 5HZ