

  <p>European Union European Social Fund Investing in jobs and skills</p>	<p>Thurso – Alness – Dornoch – Wick www.northhighland.ac.uk <i>For information on all courses at all centres contact</i> Admissions The NHC-Thurso T: 01847 889 250 E: info@northhighland.ac.uk</p>	
<p>Courses will run subject to viable numbers</p>	<h1>APPLICATION FORM</h1>	

Section A – Course Details

Title of Course: _____

Commencing Session: _____

Please tick to specify at which Centre the course is based (if applicable):

Thurso Wick Dornoch Alness

I s the course you are applying for:

Full Time		Part Time		Open Learning (Home Study)	
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Section B – Applicant Details

Surname _____

Forename (s) _____

Address _____

Post Code _____

Telephone Numbers	Home	Work	Mobile
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Email Address _____

Date of Birth _____ Title (circle appropriate) Mr Mrs Miss Ms

Ethnic Origin (tick appropriate)

This information is required to complement our equal opportunities policy and to ensure that discrimination is not taking place.

White	Mixed	Asian, Scottish Asian or Asian British	Black, Black Scottish or Black British	Other Ethnic Background
10/13 Scottish	15/49 Any Mixed background	16/31 Indian	21/21 Caribbean	24/80 Any other background
11/17 English		17/32 Pakistani	22/22 African	
12/18 Welsh		18/33 Bangladeshi	23/29 Any other Black background	
13/12 Irish		19/34 Chinese		
14/19 Any other White background		20/39 Any other Asian background		
98 Information refused				
Nationality (tick) British – 000		If other, please state: _____		
Country of Domicile (tick) British – 000		If other, please state: _____		

Section C – Additional Service Requirements

EQUALITY OF OPPORTUNITY

The North Highland College has a commitment to a policy of equality in education irrespective of gender, age, marital status, religion, disability, colour or sexual orientation. The College positively welcomes people with disabilities into its learning environments. We would encourage you to disclose any disability, health or medical condition and will try to meet your needs where we reasonably can. Please tick the relevant box.

No Disability	01	Dyslexia	02	Blind/partially sighted	03
Deaf/Hearing Impaired	04	Wheelchair user/mobility difficulties	05	Personal care support	06
Mental health difficulties	07	An unseen disability, e.g. diabetes epilepsy asthma	08	Multiple disabilities	09
A disability not listed above	10	Information refused	97	Information unknown	98
Childcare					

If you think you may need additional services we will be pleased to discuss this with you, even if you think these services may be required only for a temporary period. This could cover help with number work or spelling, accessing the building, or if you have a visual or hearing impairment.

Do you wish to discuss this with an appropriate person when you come for your interview?

Yes	
No	

A number of different factors may affect your decision to attend, or may affect you while you attend college, for instance you may find you need help with childcare costs, finding accommodation or with funding your study. We have trained personnel who can help with these and with things such as specialised learning equipment and curriculum learning support.

Section D – Referees

Please supply the names of two people whom we can contact to provide references for you, this could be the Head Teacher of your last school or college, your last employer, or someone who knows you well but is not a family member. School leavers should give the name of their guidance teacher as their first referee.

REFEREE 1	REFEREE 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:

Section E – QualificationsSQA Candidate Number
(if known/applicable)

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Qualifications achieved

Awarding Body	Subject	Level/Grade	Year

Continue on a separate sheet if necessary, ensuring it is attached securely.

Qualifications still to be completed, or awaiting results

Awarding Body	Subject	Level/Grade	Year

Continue on a separate sheet if necessary, ensuring it is attached securely.

Section F – Choice of Course

Please use this space to tell us why you decided to choose this course and a little about yourself, your hobbies, work experience, and so on.

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Please tell us how you found out about us:

enter the appropriate code in this box from the following list.

PS	Prospectus/course leaflet	AA	Advert/article	OD	Visit to college/open day
ES	Event stand	EM	Employer	CA	Careers office
LIB	Library	SL	School/parent's evening	FF	Friend/family
CS	College staff	JC	Job centre	CC	Careers convention
WEB	Our website	INT	Other website	LF	Leaflet through door

Please tick this box if you do not wish to receive information about the College and its courses in the future.

Data Protection Statement

For the purposes of the Data Protection Act 1998, The NHC is the registered Data Controller in relation to personal data supplied by you. The NHC will use the information that you provide on this form to assess your application with us. We will maintain the information for administration purposes only, but at times it will be necessary to transmit relevant details to external agencies such as SFEFC, SQA and other similar bodies.

By completing this application form you consent to our processing sensitive personal information regarding:

- your racial/ethnic origin for the purpose of monitoring our Equal Opportunities Policy
- disability/special needs to the purpose of identifying special arrangements or facilities where necessary.

You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 (for which we may make a small charge) and to correct any inaccuracies in your information.

The full Data Protection Policy is available from the College on request.

**Please return this form (no stamp is required) to:
Admissions, The North Highland College
FREEPOST IV297 Ormlie Road THURSO Caithness KW14 7BR**

Section G – Student Declaration

I confirm that to the best of my knowledge the information given on this form is correct and complete. Should I be awarded a place on the course I agree to conform to all College regulations.

Signed: _____ Date: _____

The NHC-Thurso Ormlie Road Thurso KW14 7EE T: 01847 889250 F: 01847 889003 E:info@northhighland.ac.uk	The NHC-Alness Tern House Alness Point Alness IV17 0UP T: 01349 882545 F: 01349 882208 E:info@northhighland.ac.uk	The NHC-Wick 1 The Shore Wick KW1 4JW T: 01955 606535 F: 01955 606946 E:info@northhighland.ac.uk	The NHC-Dornoch Grange Road Dornoch IV25 3LE T: 01862 811855 F: 01862 811853 E:info@northhighland.ac.uk
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Visit the website: www.northhighland.ac.uk