

### **General**

Before completing the application form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current information relating to the course for which you are applying for in order to ensure that you are familiar with the curriculum, entry requirements and fees (if they apply).

### **Mature Applicants**

Melton Vale Sixth Form College welcomes applications from mature students, including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements.

### **The Data Protection Act**

The information which you provide on your application form will be used for the following purposes only:

1. To enable your application for entry to be considered
2. To enable us to compile statistics
3. To enable us to initiate your student record

### **PLEASE COMPLETE ALL SECTIONS OF THE FORM (1 to 8)**

#### **Section 1: Personal Details**

Complete this section in BLOCK CAPITALS. Correspondence address: Enter the address to which you expect all correspondence from MV16 in relation to this application to be sent (this does not have to be your home address).

#### **Section 2: Education & Qualifications**

Please list the last two schools or colleges that you attended. Please list all subjects taken, whatever the result, in chronological order starting with the most recent. If you are awaiting the result of any examination recently taken, please write PENDING in the results column followed by your predicted grade. Enter the exact subject name used by the examining board or group in the relevant column. Use the accepted abbreviation for the examining body if known (e.g. AQA). Continue on a separate sheet if necessary.

#### **Section 3: Special Educational Needs & Medical Information**

If you have a disability, learning difficulty, or additional need please indicate this so that we can arrange the necessary support for you on your course. Any information is treated as confidential and will only be shared with any relevant people with your agreement. Please be assured that by providing any information this will not jeopardise your application.

#### **Section 4: Work Experience**

Please include brief details of all your work experience and training to date, paid or unpaid, full or part-time. Continue onto a separate sheet if necessary.

## Section 5: Personal Statement

The personal statement is an essential part of the selection process. The information provided will help guide admissions tutors in making their decisions. Please ensure that the statement is written using a word processor where possible. If this is not possible then please use black ink on plain white paper. Your personal statement **MUST** be no longer than one side of A4 paper and should comment on the following:

1. Why you want to study the course
2. Why you are suitable for the course
3. Interest and engagement with the subject beyond the classroom
4. Hobbies and interests

## Section 6: Name & Address of One Referee/Written Reference

If you are currently in full time education, your referee **MUST** be from someone at your current place of study. Normally, your referee would be one of the following: The Head of your current or last school; Principle of your College of Further Education; Course Tutor of your present or last course of studies. If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer; training officer; careers advisor; if you belong to a relevant organisation (voluntary or not) an officer of that organisation.

The written reference is an integral and important part of the selection process. The information provided will help guide admissions tutors in making their decisions. Please note that under the Data Protection Act, the applicant may request access to this reference. Please ensure that the reference is written using a word processor where possible. If this is not possible then please use black ink on plain white paper. The reference may be photocopied. The reference must carry an official stamp or be presented on letter headed paper from the organisation your referee represents (where appropriate). The reference should, if possible, comment on the following:

1. Suitability for the course applied for
2. Intellectual qualities including:
  - a. Development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result
  - b. Present performance
  - c. Potential, including an assessment of the probable results of any pending examinations
3. Personal qualities (e.g. motivation and attitude)
4. Career aspirations
5. Health and any other personal circumstances relevant to this application

*Internal applicants only: If you are currently studying A<sup>1</sup> levels at Melton Vale Sixth Form College, you will not need to attach a written reference to your application form as this will be submitted internally on your behalf.*

## Section 7: Is MV16 Your First Choice?

Please indicate if the Art Foundation course at MV16 is your first choice. If it is not please tell us where your first choice is to study Art Foundation.

## Section 8: Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the relevant institution, and by signing this form you are confirming your agreement to this.



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