

**PLEASE NOTE: IF YOU ARE AGED 16-18,  
YOU WILL NEED TO COMPLETE A SIXTH  
FORM APPLICATION FORM.**

# Adult Learners' Application Form

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## Equal Opportunities Statement

The Manchester College is committed to

- **promoting and supporting learning for each individual**
- **equality of opportunity**
- **non-discriminatory practices**

We welcome applications from all students regardless of gender, race, religion, age or disability.

We aim to ensure that we meet the requirements of all disability legislation. If you have a disability of any kind please let us know as soon as possible. We can then make any reasonable adjustments to support you in your time at college.

We can send you this form in audio, Braille or large print formats. We can also send you a copy of **Meeting Your Learning Needs**, The Manchester College disability statement in the same formats.

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**Freephone 0800 068 8585**  
**enquiries@themanchestercollege.ac.uk**

PLEASE USE A BLACK PEN AND WRITE CLEARLY IN BLOCK CAPITALS.

## Section 1 Personal details

<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Other	Surname
Forename(s)	
Date of birth	<input type="radio"/> Male <input type="radio"/> Female
Nationality	
Permanent address	Term-time address (if different)
Postcode	Postcode
Telephone	Telephone
Mobile	E-mail

## Section 2 Programme of study

### INTENDED START DATE

September  January

Other

### INTENDED STUDY MODE

Day  Evening  Flexible

Length of proposed programme

**COURSE TITLE(S)** Please state the full title of the course/programme you want to study, with alternatives where appropriate.

1.	3.
2.	4.

Please tick here if you are not sure which course you want to study and would like help from Advice and Guidance.

Preferred campus

The college wants to support students in as many ways as possible.  
Please give details of any health or physical conditions that may require special arrangements.

Do you require help with any of the following? (Please tick as appropriate)

Language  Literacy  Numeracy

OFFICE USE ONLY - TO BE COMPLETED BY THE TUTOR		
Interviewing tutor	Forwarded to	Offer letter given/sent
Date of offer / referral / rejection	Person code	Referred to
<input type="radio"/> Conditional offer <input type="radio"/> Unconditional offer	Enquiry reference	

## Section 3 Education background

Please list the names and addresses of present or last school/college attended in the past five years. Start with the most recent.

Date from	Date to	School/College

Please list examinations taken/qualifications achieved. Please include any distance or open learning courses. Start with the most recent.

Awarding body eg City & Guilds, Edexcel	Subject(s) / Course(s)	Qualification eg GCSE, NVQ, Access Certificate, BTEC First Diploma	Year of exam / Qualification	Grade / Marks / Credits

## Section 4 Previous employment / Training / Voluntary experience

Please list any periods of employment, training or voluntary experience you have undertaken, giving brief details of duties.

Dates	Full-time / Part-time	Employer / Organisation	Duties

If you are currently unemployed please give your National Insurance number

## Section 5 Educational / Career aims

Please indicate your proposed educational/career aims on completion of the programme, if known.

## Section 6 Marketing

How did you hear about The Manchester College? (Please tick ONE only)

- Advertisement (eg poster / newspaper / radio)       Direct mail (eg letter / e-mail / SMS text)       Recommendation (eg friend / employer / JobCentre Plus)       Other (please specify)
- Event       Internet / website

## Section 7 Childcare / Nursery provision

There is a limited amount of childcare funding for students with children. A separate application for these funds can be made. Please indicate if you need access to this provision to be able to study.

Yes

## Section 8 Ethnicity

Please indicate which category best describes your ethnic origin.

- 11  Asian or Asian British - Bangladeshi      15  Black or Black British - African      20  Mixed - White and Black African      25  White - any other White background
- 12  Asian or Asian British - Indian      16  Black or Black British - Caribbean      21  Mixed - White and Black Caribbean      98  Any other
- 13  Asian or Asian British - Pakistani      17  Black or Black British - any other Black background      22  Mixed - any other Mixed background      99  Not known/ not provided
- 14  Asian or Asian British - any other Asian background      18  Chinese      23  White - British
- 19  Mixed - White and Asian      24  White - Irish

What is your main spoken language (if not English)?

## Section 9 Declaration

I CERTIFY THAT THE DETAILS GIVEN IN THIS APPLICATION ARE CORRECT.

Name (print)

Signature

Date

Please send completed form to:

**The Manchester College, Course Enquiry Team  
Moston Campus, FREEPOST RLYZ-CAAG-ZSYE  
Manchester M9 4WU**

(No stamp or other information is required)

We may occasionally wish to update you on new courses and opportunities at The Manchester College.

- Please tick here if you do not wish to receive this information.