

Please answer ALL questions.

Please complete the form using black ink and in CAPITAL LETTERS.

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UL Number (Staff use only)

Section 1: Personal Details – Please give your legal names for certification purposes										
First Name										
Last Name										
Title	Mr	Mrs	Miss	Ms	Other (Please specify)					
Gender	Male	Female	Other	Date of Birth						
Address						Postcode				
Telephone (main)										
Email										
NI Number (if applicable)										
Emergency Contact Details										
Next of Kin					Relationship					
Telephone					Email					
Address (if different)										
Section 2: Residency										
Nationality				Passport #				Expiry Date		
Are you an asylum seeker?				Are you currently living in the UK?						
Have you continuously lived, worked, studied within the UK/EU/EEA for the past 3 years?										
If NO, please state the date of your arrival in the UK/EU/EEA										
Visa type										
Valid From				Valid to						
Please tick if any of the following categories apply to you – you will need to provide evidence.										
Indefinite/Exceptional/Discretionary leave to remain			Spouse/Civil partner of person with settled status					Refugee		
Staff Use: Evidence seen						Initial & Date				
Section 3: Ethnicity										
Ethnic Origin (Please tick ONE from the list below)										
White			Asian/Asian British				Other Ethnic Group			
01 – White British			08 - Indian				15 - Chinese			
02 – White Irish			09 - Pakistani				16 – Any other Ethnic Group			
03 – Any other white background			10 - Bangladeshi				99 – Not Stated			
Mixed/Multiple Ethnic Group			11 – Any Other Asian Background							
04 – Mixed White and Black Caribbean			Black/African/Caribbean/Black British							
05 – Mixed White and Black African			12 – Caribbean				14 – Any other Black Background			
06 – Mixed White and Asian			13 – African							

Section 4: Education						
Name of Previous School/College						
Qualifications on Entry (please use separate sheet if required). Please state what qualifications you are currently studying or have completed in the past						
Type of qualification	Subject	Level	Grade	Year	Country Taken	Evidence seen
GCSE Maths and English information <b>MUST</b> be completed below:						
GCSE MATHS						
GCSE English						
No previous qualification						
*ALL QUALIFICATIONS MUST BE ENTERED. IF YOU DO NOT HOLD ANY PRIOR QUALIFICATIONS PLEASE STATE 'NO PRIOR QUALIFICATIONS'						
Section 5: Household Question (HHS)						
Does the household include one or more dependent children under 17 or full-time students aged 18-24?						
Does the household include only one adult aged 18+?						
Are all members of the household unemployed, including retired?						
Section 6a: Current Employment Status						
Full Time Employment			Full Time Education			
Part Time Employment			Unemployed and looking for work			
Self-Employment			Unemployed and not looking for work			
If you are unemployed, how long have you been unemployed? (Please tick one of the options below)						
Under 6 months		6-11 months		12-23 months		24-35 months
						Over 35 months
Are you on any benefits? (Please tick those that apply)			JSA		ESA	
					Universal Credit	
						None
Section 6b: Employment Details - For applicants looking to work in a care home/related sector. Otherwise skip to Section 7.						
Current employer						
Employer contact number						
Employer contact email						
Job title						
Employment start date						

Section 7: Learning Support and Disability/Health					
Please tick the boxes in this section to help us plan for relevant support while you are on your course. Do you have					
No Learning difficulty/Learning disability					
Visual Impairment		Hearing Impairment		Mobility Impairment	
Social/Emotional difficulties		Mental Health difficulty		Asperger's syndrome	
Profound Complex		Other physical disability		Temporary disability	
Autism spectrum disorder		Dyslexia		Dyscalculia	
Moderate learning disability		Severe learning disability		Asperger's syndrome	
Speech, language & communication needs				Prefer not to say	
Other medical condition or disability (Please specify)					
If you have ticked more than one option above, please confirm what you consider to be your primary learning difficulty, disability or health problem.					
I would like to speak to someone to discuss learning support while attending my course					
Please tick if you have a hearing impairment which might prevent you from hearing a fire alarm					
Important: Do you need assistance to evacuate a building in an emergency?				Yes	No
Where did you find out/hear about Bliss College?					
Banner Outside College		Current Student		Newspaper	
Your Employer		School		Open Event	
Poster		Internet/Website		Social Media	
Careers Office		Job Centre		Relative/Friend	
<p>Privacy Notice: How the Education and Skills Funding Agency (ESFA) use your personal information</p> <p>The information you supply will be used by the ESFA, an executive agency of the Department of Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared, refer to the Extended Privacy Notice available on Gov.UK.</p> <p>You can agree to being contacted for other purposes by ticking any of the following boxes if you wish to be contacted</p>					
About courses or learning opportunities			For surveys and research		
By Phone			By Email		
By Post					
Section 8: OFFICE USE ONLY					
Photo ID Type (Passport, ID)			Visa Type (Student, Work, etc.)		
Proof of LSD (Learning Support and Disability)			Proof of LLDD (Learner with learning difficulties and disabilities)		
Checked By			Date checked		

**Section 9: Learner Declaration and GDPR Consent**

It is the company's policy to treat all applicants fairly and equitably regardless of gender, racial or cultural grounds, disability, age marital status, religious beliefs, sexual orientation, or any other category where discrimination cannot be reasonably justified. The information you have given will be treated in the strictest confidence and may be passed to others involved in your training that will treat your information in the same confidential manner. However, there may be things you tell us that the law requires us to pass on. You will be informed if this happens. (Please see information regarding the GDPR below)

By signing the Application Form and Learning Agreement, I confirm that the contents are true and accurate. I understand that declaring false information may lead to prosecution. The training provider, Bliss College, may also attempt to reclaim any tuition fees and support costs provided, if false information has been provided. You agree/understand:

- That the information provided is correct
- To abide by Bliss College's policies and procedures.
- To accept responsibility to inform us of any changes while you are a learner (e.g., contact, employment or status details.)
- To authorise Bliss College to obtain your Unique Learner Number (ULN) from the Education and Skills Funding Agency.
- That you have been given advice and guidance on your choice of learning programme to assess your suitability in accordance with our procedures.
- That your learning programme and fees may be modular and may require timely progression.

**Under the General Data Protection Regulation 2018 (GDPR) all information in relation to you shall be:**

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate, and where necessary, kept up to date; every step must be taken to ensure that inaccurate data, having regard to the purposes for which they are processed are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Should you have any doubts or would like to read more about the GDPR, please go to:

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

Signature		Date	
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