

Private and Confidential

**Customer Services
Admissions and Guidance**

**Colchester Institute
Postgraduate Application Form**

Please complete **CLEARLY IN BLACK BALLPOINT PEN** and in **BLOCK CAPITALS**

Title Mr/ Mrs/ Miss/ Ms _____ Forename(s) _____

Known as _____ Surname (family name) _____

Any previous surname _____

Date of birth _____ Male Female

Address _____

Postcode _____ Home telephone _____

Mobile telephone _____ Email _____

Nationality _____ Have you ever lived outside the UK? Yes No

If yes, when did you arrive in the UK? _____

In which country have you been ordinarily resident during the last three years? _____

Do you require any additional help with learning? Yes No

If Yes, please identify (e.g. dyslexia, numeracy, etc) _____

COURSE YOU WISH TO APPLY FOR

COURSE CODE (if known)	COURSE TITLE

1. EDUCATIONAL RECORD

(Compulsory Education – include all relevant qualifications, e.g. GCSE, A Level)

Establishment	Qualification	Dates	Grade

2. HIGHER EDUCATION

(Please include both completed qualifications and well as any current study). Please list in level order (i.e. First Degree, Post-graduate Diploma, Master etc)

Establishment	Qualification	Dates:		Grade
		From	To	

2a. PROFESSIONAL QUALIFICATIONS

(Please list any additional Professional Qualifications e.g. ARCM, FRGO etc)

Establishment	Qualification	Dates:		Grade
		From	To	

Please use a continuation sheet if necessary

3. WORK EXPERIENCE

(Most recent first, giving dates of starting and leaving)

Post Held	Name and Address of Employer	Start Date	Leaving Date	Reason for Leaving
Brief Details of Job Role				

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Brief Details of Job Role				

Please use a continuation sheet if necessary

4. **Please state below your reasons for applying for this programme, any areas of experience that you feel would relate to this programme and any additional information that supports your application (max 500 words).**

4a. MA ART AND DESIGN and MA MUSIC APPLICANTS ONLY

Please outline the area of research which you would like to engage with on the course by completing an initial project proposal (max 500 words).

5. REFERENCES

(Please supply the names, titles and addresses of three referees, ensuring that details given are correct at time of application.)

(i) ACADEMIC

Name:

Address:

.....

.....

.....

Telephone:

May this person be contacted prior to interview? YES/NO (Please delete as appropriate)

(ii) WORK

Name:

Address:

.....

.....

.....

Telephone:

May this person be contacted prior to interview? YES/NO (Please delete as appropriate)

(iii) PERSONAL

Name:

Address:

.....

.....

.....

Telephone:

May this person be contacted prior to interview? YES/NO (Please delete as appropriate)

Equal opportunities – Colchester Institute promotes Equal Opportunities. To help us to monitor our policy, please complete the following. This information is confidential and will not be used in any way which is linked to your name. Circle ONE only							
11	Asian or Asian British – Bangladeshi	15	Black or Black British - African	19	Mixed – White and Asian	24	White - Irish
12	Asian or Asian British - Indian	16	Black or Black British - Caribbean	20	Mixed – White and Black African	25	White – Any other White background
13	Asian or Asian British - Pakistan	17	Black or Black British – Any other Black background	21	Mixed - White and Black - Caribbean	98	Any other
14	Asian or Asian British – any other Asian background			22	Mixed – Any other Mixed background	99	Not declared
		18	Chinese	23	White - British		

Declaration of Criminal Convictions

Please tick the box below if you have a relevant criminal conviction (please see below) that is not spent, or you are serving a prison sentence for a relevant criminal conviction:

If you enter a tick in the box you will not be automatically excluded from the application process, however Colchester Institute reserves the right to consider the application further or ask for more information before making a decision.

Any failure to disclose convictions could result in your attendance on the course being terminated.

What is a relevant criminal conviction?

Relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

The information given on this application form is correct to the best of my knowledge. I agree to Colchester Institute processing personal and sensitive data collected on this form, or other data which Colchester Institute may obtain from me or other people while I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety while on the premises or for any other legitimate reason. I authorise Colchester Institute to obtain academic or employer references if applicable.

Signed:

Date:

Please return this form to:

**Admissions and Guidance
Colchester Institute
Sheepen Road
Colchester
Essex, CO3 3LL
Telephone: (01206) 712777**

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