



STAFF USE ONLY	
Acknowledge Date	
Reference Requested	
Student Number	

# Application Form 2023/24

## SECTION 1 - PERSONAL DETAILS

**How to Apply:** Please complete the application form, answering all the questions as fully as you can. Write clearly completing all sections fully, using black or blue ink. Please tell us your first choice of course; this is the choice we will process for full-time applications.

Title: Mr                      Mrs                      Miss                      Ms

First Name(s):

Surname/Family Name:

Previous Surname: *(if changed within 3 years)*

Email:

Mobile Number:

Telephone Number:

Full permanent home address:

Postcode:

Date of Birth:

Age: *(at 31st August 2023)*

Last School/College attended:

In full time Education:    Yes                      No

Are you a looked after child by the Local Authority?    Yes                      No

Are you a care leaver?    Yes                      No

If yes, which Local Authority?

Are you a young carer?    Yes                      No

Nationality:

Have you lived within the UK for the last 3 years?    Yes                      No

If you have ever lived outside the UK please state which country you were in previously and your date of entry into the UK:

Do you play competitive sport?    Yes                      No

If yes, which sport and at what level *(i.e. club, regional, national)*

To help us monitor how well we recruit from all backgrounds, please indicate what you consider your ethnic origin to be *(please tick one box)*

- |    |  |    |  |    |  |
|----|--|----|--|----|--|
| 31 | English/Welsh/Scottish/<br>N.Irish/British | 38 | Any Other Mixed/Multiple<br>Background | 45 | Caribbean  |
| 32 | Irish                                      | 39 | Indian                                 | 46 | Any Other Black/African/<br>Caribbean Background |
| 33 | Gypsy/Irish Traveller                      | 40 | Pakistani                              | 47 | Arab   |
| 34 | Any Other White Background                 | 41 | Bangladeshi                            | 98 | Other  |
| 35 | White and Black Caribbean                  | 42 | Chinese                                | 99 | Not Known  |
| 36 | White and Black African                    | 43 | Any Other Asian Background             |    |  |
| 37 | White and Asian                            | 44 | African                                |    |  |



## SECTION 4 - HEALTH/LEARNING DIFFICULTY

Do you consider that you have any medical conditions/disabilities or learning difficulties? Yes No

- |    |                                   |    |   |    |  |
|----|-----------------------------------|----|---|----|--|
| 04 | Visual impairment                 | 13 | Dyscalculia   | 95 | Other medical condition (for example epilepsy, asthma, diabetes) |
| 05 | Hearing impairment                | 14 | Autism spectrum disorder  | 96 | Other learning difficulty  |
| 06 | Disability affecting mobility     | 15 | Asperger's syndrome   | 97 | Other disability   |
| 07 | Profound complex disabilities     | 16 | Temporary disability after illness (for example post-viral) or accident | 98 | Prefer not to say  |
| 08 | Social and emotional difficulties | 93 | Other physical disability   | 99 | Not provided   |
| 09 | Mental health difficulty          | 94 | Other specific learning difficulty (e.g. Dyspraxia)                     |    |  |
| 10 | Moderate learning difficulty      |    |   |    |  |
| 11 | Severe learning difficulty        |    |   |    |  |
| 12 | Dyslexia                          |    |   |    |  |

Do you have an Education Health Care Plan (EHCP)? Yes No

If yes, which Local Authority is that with?

Do you have a special educational needs (SEND) statement? Yes No

## SECTION 5 - CRIMINAL CONVICTIONS

### **MUST BE COMPLETED (A 'YES' ANSWER DOES NOT AUTOMATICALLY EXCLUDE YOUR ENROLMENT)**

We need to ask all students whether they have any 'relevant' criminal convictions as defined by the Rehabilitation of Offenders Act 1974. 'Relevant' meaning offences against a person, whether violent or sexual, offences involving drugs or controlled substances, or theft. A declaration of a relevant Criminal Conviction will result in a Risk Assessment being carried out to determine whether the student poses a risk to the welfare or safety of others. This does not include warnings, cautions, reprimands and (for example) speeding fines/points.

Do you have a 'relevant' criminal conviction? Yes No

However, where a caution has been received in connection with a sexual or violent incident, we would ask that this is declared in the boxes below.

Do you have a 'relevant' violent or sexual caution? Yes No

If you are applying for a course in health, humanities, science and caring professions we need details of all sentences (as defined by the Rehabilitation of Offenders Act 1974). DN Colleges Group uses this application to collect information about you ('your personal data') to use for various administrative, academic and health and safety reasons in order to operate DN Colleges Group effectively. The Data Protection Act (2018) requires us to obtain your consent in order to do this.

## SECTION 6 - HOW DID YOU FIND OUT ABOUT US?

### **How did you find out about us?**

*(Please tick all that apply)*

- |              |                  |                             |
|--------------|------------------|-----------------------------|
| Family       | School Event     | Radio                       |
| Social Media | College Guidance | Other <i>(Please state)</i> |
| Friends      | Website          |                             |
| Brochure     | Newspaper        |                             |

## SECTION 7 - DATA PROTECTION PRIVACY STATEMENT

### Why do we collect personal information?

In accordance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018 (DPA 2018), DN Colleges Group (DNCG) has outlined below its purposes of processing personal data relating to potential students. This will also include purposes connected to the Colleges Admissions Policy such as course information, interview, keep warm activities and open day invitations or for any other legitimate reason which is necessary for the College to perform its obligations and effectively manage students applications to ensure they receive the most suitable support, information, advice and guidance. DN Colleges Group consists of Doncaster College and University Centre, North Lindsey College and University Campus North Lincolnshire (UCNL).

### What personal information does DNCG collect?

DNCG collects and processes data using Article 6, Lawfulness of processing and Article 9, Processing of special categories of personal data within the GDPR Regulations. DNCG has deemed its lawful basis for processing as a legitimate interest to process applications and to keep in touch with potential students. DNCG will only ask for as much information needed to fulfil enquiries or application and meet their legal obligations.

### How does DNCG collect and store it?

Information is collected directly from you by completing and applying either electronic (e.g. College application form, Lincs2/Lincs4U, UCAS) or paper. Data will be stored in a variety of places, including the Colleges Information Systems, on paper in secure cabinets or in electronic documents within the Colleges secure network.

### How long will DNCG keep data for?

Your application data will be held for 5 years following the academic year in which you apply (currently until July 2029). If your application is successful and you enrol onto a course at DNCG application data will be transferred to form part of your student record.

### Who has access to the data?

Your information will be shared internally within DNCG to staff who need access the data. Your data may also be shared with partner organisations such as Local Authorities and your current or previous school/education provider. If you are aged under 18 DNCG may contact your parents, guardian or carer to discuss your application if required.

### Your rights?

As a data subject, you have several rights relating your data. You can: access and obtain a copy of your data on request; request DNCG correct any errors or incomplete data; request DNCG to delete or stop processing your data, where the data is no longer necessary for processing your application as stated; object to DNCG processing your data where we rely on legitimate interest as the legal basis for processing. For further information regarding DNCG's GDPR policies please visit [www.dncolleges.ac.uk/our-policies/data-protection/](http://www.dncolleges.ac.uk/our-policies/data-protection/) or speak to a member of staff.

Signed (*Applicant*):

Date:

## SECTION 8 (Optional) - EQUALITY INFORMATION

DN Colleges Group encourages students to disclose equality-related data, to help promote Equality and Diversity within the organisation.

It aims to ensure equality of opportunity across the College and provide an environment in which individuals are treated with respect and dignity. It aims to ensure that all students and staff irrespective of disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation, or age, are able to fully take part on an equal basis. The College will challenge any discrimination which denies equal status and value to any member of its community. The information provided helps us to improve things, tells us where to direct our services and shows us if certain people are not making the most of them and helps us to check that everyone's needs are being met regardless of who they are.

### Gender Identity

**Is your gender identity the same as the gender you were assigned at birth?**

Yes                      No

If you ticked no:

Transgender: Male to Female

Transgender: Female to Male

Gender Neutral

### Religion and Belief

**What is your religion?**

No religion

Christian

Jewish

Sikh

Buddhist

Hindu

Muslim

Spiritual

Any other religion or belief

### Sexuality

**What is your sexuality?**

Bisexual

Gay woman/lesbian

Other

Gay man

Heterosexual/Straight

**Please ensure you send your completed application form to the correct address:**

#### **Doncaster College applications:**

Admissions Team, Doncaster College, The Hub,  
Chappell Drive, Doncaster, South Yorkshire DN1 2RF  
[www.don.ac.uk](http://www.don.ac.uk)

#### **North Lindsey College applications:**

Admissions Team, North Lindsey College, Kingsway,  
Scunthorpe, North Lincolnshire DN17 1AJ  
[www.northlindsey.ac.uk](http://www.northlindsey.ac.uk)

