

Guidance notes for completing the Joint Application Form.

1. Please use **BLOCK CAPITALS** on pages 1 and 2.

2. Personal details –

- Use the main term time address that you will be residing at during your time at the college.
- Provide us with a contact telephone number including mobile. We may have to contact you at certain times.
- Use an email address that you regularly use; we will use email as one of the primary sources of contact.
- UCI (Unique Candidate Number). You can obtain this number from the Examinations Officer at your current school.

3. **Education** – Write here the school you are currently attending, but if you have attended other secondary schools please list them with the dates you attended.

4. Choice of College –

- Write your 1st and 2nd choice of College in the appropriate box and indicate on the 2nd choice box whether or not you would like an interview at this College (SSFC or S-CAT only). 1st choice applicants will automatically be offered an interview but we will only interview 2nd choice applicants if indicated on the form. If you are only applying to one College there is no need to write anything in the 2nd choice box.
- Follow the advice of your School Careers/Connexions advisor about whether or not to have a 2nd choice of College to apply to.

5. Choice of course –

- Refer to the relevant College Prospectus and Websites for specific entry requirements. For example at SSFC to take a Science or Maths at AS level you must have done the relevant higher GCSE paper and gain a B grade.
- Discuss your choice with your teachers, parents/guardians and connexions advisers.
- Check with your school or connexions advisers whether your future career aspirations require specific subjects.
- For SSFC, list your course choice in order of preference. You should choose a minimum of four subjects but if you cannot decide and have more than four, write down all of the subjects you are considering. We will discuss your course choice fully with you at your interview.

6. Predicted grades or exams already taken -

- List all of the subjects that you are taking or the subjects that you have already taken. Remember to include the board and whether the subject is an intermediate or higher paper. Your school should complete the predicted grade column, or if you have already taken the exam and had a result, please write the result in the 'exam already taken' column. Note you will be required to show all your exam results when you enrol at College.

7. Equal Opportunities

The Colleges are committed to ensure that the provision we offer does not discriminate on any grounds. We therefore ask you to complete your ethnic origin, and also any additional support needs that you may require to assist you with your learning. We will discuss, in confidence, at your interview any additional support you may require but it is important for you to tell us about it otherwise you could miss out on help that you are entitled to. We also need your permission to pass on possible requests for support to other teachers and advisors. Please tick the relevant box to indicate this.

8. Personal Statement.

- This is your chance to tell us about yourself and why you are applying to either College. We would like to hear about any extra curricular activities you have taken part in e.g sports or Duke of Edinburgh. Have you had any responsibilities in school or had any work experience or part time jobs? You could include your future aspirations; do you want to go onto university or employment?
- The personal statement forms a basis for your interview so write fully about yourself. You can if you wish word process your personal statement and attach it to the application form.
- Once you have completed your personal statement, please sign the form then ask your parent/guardian to also sign the form if you are under 18.

The form then needs to be handed back to your school so that they can complete the reference on the final page. Your school will then send the form to the relevant College.

NO FORMS SHOULD BE SENT TO THE COLLEGE WITHOUT A REFERENCE or PREDICTED GRADES. IF WE RECEIVE A FORM WITHOUT THESE IT WILL BE RETURNED TO YOUR SCHOOL FOR COMPLETION.

This could delay your application.

If you have any other queries about the completion of this form please contact the relevant admissions departments, contacts are at the top of application form.