

Qualifications currently being studied	Level	Date due to complete	Location

If your qualifications have been obtained anywhere other than Burnley College then you will need to produce the certificates for your main qualifications at enrolment.

Have you undertaken study on a university level course previously? Y  N

If yes, please give details:

5. Do you have any criminal convictions? Y  N

(If yes to the above, please give brief details of the conviction including the date.)

A further risk assessment may be required. Some courses will also require a Disclosure and Barring Service (DBS) check to be carried out.

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5. Do you have any criminal convictions? Y  N

(If yes to the above, please give brief details of the conviction including the date.)

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# University Courses Burnley

## Part Time Application Form



### 6. Employment History (to date):

Organisation	Position Held	From		To		FT or PT
		Month	Year	Month	Year	

Details of any other study or experience relevant to the course you are applying for, including voluntary work:

Please supply details of the person to whom you are passing the reference request:

Referees name (print):

Role/relationship to applicant:

How long have they known you:

Contact details  
(including telephone  
and email):

# University Courses Burnley

## Part Time Application Form

BC  
UC

### PERSONAL STATEMENT

Please state here your reasons for wishing to pursue the course, and give any details of any other relevant skills, achievements or experience in support of your application. (You may wish to discuss this section with student services before completion. Continue on a separate sheet if necessary. (Max 500 words)

**Declaration:** I confirm that the information given on this form is true, complete and accurate and no information requested or other significant information has been omitted.

Applicant's signature:

Date:

Please return to: Student Services, Princess Way, Burnley BB12 0AN



Please pass this section on to your chosen referee who is advised to return this independently to the address on the back of this form as soon as possible.

### REFERENCE REQUEST

You are invited to supply a reference to help us determine the suitability of the applicant named below to undertake a University level course at the Burnley College University Courses.

Applicant name:

Course applied for:

Please indicate which statement most reflects the applicant by ticking in the relevant box. Please provide an answer for all statements.

	Outstanding	Good	Satisfactory	Poor	Unable to comment
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with others eg colleagues/service users/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving/initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation and commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments on any of the above:

# University Courses Burnley

## Part Time Application Form



What are the main skills and qualities that the applicant possesses?

Yes No Not known

  

Has the applicant got a current satisfactory DBS check?

Please state any reason why you would not recommend the applicant for a place on the course:

Please supply any additional information which you feel would support this application:

Signature:

Referees name (print):

Role/relationship to applicant:

How long have you known the applicant:

Contact details  
(including telephone  
and email):

Please include official  
company stamp or  
letterhead where  
available.

Please return to: The University Education Team, Student Services, Princess Way, Burnley BB12 0AN.

