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Application Form

Application Ref No:

(For Institution use only)

Introductory Award in Administrative Management
Certificate in Administrative Management
Diploma in Administrative Management
Advanced Diploma in Administrative Management

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses.

Please read the accompanying Notes for Guidance before completing this form.
 Please complete all sections of this form and return to:

Recruitment and Admissions, Bloomsbury Business School, 3 Bedford Square, London, WC1B 3RA

1 Title/Name/Address		Title <input type="text"/>	
Surname/ Family name			
First/Given name(s)			
Postal Address line 1	Home Address (if different) line 1		
Address line 2	Address line 2		
Address line 3	Address line 3		
Address line 4	Address line 4		
Postcode (UK only)	Postcode (UK only)		
Mobile number	Tel: <input type="text"/>	Home contact number (including STD/ area code)	Tel: <input type="text"/>
Email			Fax: <input type="text"/>

2 Further Details

Your age on 30 September in year of entry:
 Years Months

Area of permanent residence _____

Date of first entry to live in UK:

Male (M)/ Female (F)

Country of birth _____

Date of Birth

Nationality _____

Additional Learning Support Code (see notes)

Ethnic Origin Code (UK applicants only)

Not used for selection purposes. Please refer to guidance notes for appropriate codes.

Residential Category (see notes)

Do you require student Housing Living accommodation? YES NO

3 Details of course for which you wish to apply

Institute of Administrative Management

Introductory Certificate Diploma Advanced Diploma

Month and year in which you wish to start:

January Start (01) April Start (04) July Start (07) September Start (09)

Year _____

Please indicate how you heard of this course:

7 ADDITIONAL LEARNING SUPPORT
required as a consequence
of any condition stated in
Section 2.

8 PERSONAL STATEMENT

9 CRIMINAL CONVICTIONS: Do you have any criminal convictions? See guidance notes YES NO

10 DECLARATION: I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I undertake to be bound by Bloomsbury Business School's terms and conditions and I give my consent to the processing of my data by the School. I accept that, if I do not fully comply with these requirements Bloomsbury Business School shall have the right to cancel my application and I shall have no claim against Bloomsbury Business School in relation thereto.

Please sign and return this form to:

Recruitment and Admissions, Bloomsbury Business School, 3 Bedford Square, London, WC1B 3RA

Applicant's Signature

Date

11 REFERENCE

Name of referee / Centre Leader

Post / Occupation / Relationship

Name and address of school / college / organisation

Tel:

Fax:

Email:

Name of applicant (block capitals or type) _____

Referee's / Centre Leader's Signature: _____

Date: _____



How to complete your application form

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES CAREFULLY. Not all of this booklet will apply to you, but you should read the general sections and any subject specific sections. The Bloomsbury Business School welcomes applications from individuals who have traditional academic, vocational and other equivalent level 3 qualifications. Applicants who may not hold these conventional qualifications, but have a background of work or professional/life experience are also encouraged to apply.

You should also read the current literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

GENERAL INSTRUCTIONS ON HOW TO COMPLETE THIS APPLICATION FORM

Section 1

Complete this section in BLOCK CAPITALS. Please make sure you give at least one contact telephone number.

Home address: you only need to complete this if it is different from your postal address.

Section 2

Further Details

Please complete as fully as possible.

Access to HE courses require applicants to have had post school work or life experience before being eligible for the course. We would normally expect full time applicants to have completed their level 3 qualifications. The school strives to promote equality of opportunity for all regardless of age, gender, religion, race or disability.

Additional Learning Support

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe any help you may need in section 7.

Dyslexia	1	Blind/partially sighted	2
Deaf/hearing impairment	3	Wheelchair user/have mobility difficulties	4
Personal Care Support	5	Mental health difficulties	6
Unseen disability e.g. diabetes, epilepsy, asthma	7	Multiple disabilities	8
Other Disability	9	Autistic Spec. Disorder or Asperger syndrome	T

Area of Permanent Residence

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (e.g. Clackmannan); for Greater London, the London Borough (e.g. Enfield); for the former Metropolitan counties give the District (e.g. Sefton); for the rest of the UK, the County (e.g. Dyfed). If you live outside the UK state the country (e.g. Italy) where you are living as your area of permanent residence.

Residential Category

The level of tuition fees you pay (home or overseas) depends on your residential category. The codes are listed below:

- Code A** You are a UK or EU national, or are the child of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.
- Code B** You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. However, this does not apply if you are exempt from immigration control, for example as a diplomat or a member of visiting armed forces or an employee of an international organisation or the family of such a person. In this case your residential category is O.
- Code C** You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.
- Code D** You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA or Switzerland (or both) for three years, but not just for full-time education.
- Code G** You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parents have been temporarily working outside the area in question.

Code O Other.

White British	11	Asian or Asian British Pakistani	32	Mixed White & Asian	43
White Irish	12	Asian or Asian British Bangladeshi	33	Other mixed background	49
Other White	19	Chinese	34	Other ethnic background	80
Black or Black British Caribbean	21	Other Asian background	39	Not known	90
Black or Black British African	22	Mixed White & Black Caribbean	41	Information refused	98
Other black background	29	Mixed White & Black African	42		
Asian or Asian British Indian	31				

Section 3

Details of course(s) to which you wish to apply:

Please state the month and year you wish to start e.g. Sept 2006.

Please tell us how you heard about the course.

Section 4

Previous Education

Please enter the names of the two most recent Universities, Colleges, 6th Forms or schools, etc., you attended within the last 10 years. If you have not had any formal education within this period please leave blank.

Section 5

Academic Examinations

Enter the level, subject name, date you sat, or expect to sit the examination or assessment, where you studied and the result obtained. If you are awaiting the result please enter PENDING in the result column.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Section 6

Work Experience

Please include all your work experience, paid or unpaid, full or part time, in your home or outside.

Section 7

Additional Learning Support

If you have declared that you may need additional support in Section 2, then this section will help us give you the level of support most suitable to your needs, so please complete it as fully as possible.

Section 8

Personal Statement

Enter here any further information you may wish to offer in support of your application. Admission tutors will be interested in your reasons for choosing the course(s) listed in Section 3, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year) please give your reasons for so doing.

Section 9

Criminal Convictions

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or penalty points were imposed. If the answer is yes, you may be required to provide details of any convictions.

Section 10

Declaration

This confirms that the information you have given is true and complete. Any offer of a place you receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Bloomsbury Business School, and by signing this form you are confirming your agreement to this.

Section 11

Reference

Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies, Access Course Tutor, etc.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor; if you belong to a relevant organisation (voluntary or not) an officer of that organisation.

If you have any difficulty in identifying a suitable referee you should seek advice from Bloomsbury Business School.

Section 12

Name and address of referee(s)

Please give the name and address of one person who is willing to act as referee.

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help us to guide admissions tutors in making their decisions. Written references supplied with the application will be accepted on the back sheet of the application form, or you may submit it on a separate sheet.

In order that we can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- 1) Suitability for the course(s) applied for and potential to succeed.
- 2) Intellectual qualities including:
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result.
 - b) present performance.
 - c) potential, including an assessment of the probable results of any pending examinations.
- 3) Personal qualities.
- 4) Career aspirations.

Please ensure that the form is completed in black ink/type. If possible, check that the applicant has completed the form correctly and legibly.