



London Education Management

Application form

Please complete this form in **BLOCK** capitals.

www.londonem.co.uk

Info@londonem.co.uk

Please tick in an appropriate box

Personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other (please specify)	
First name(s)		Middle name(s)	
Surname			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>		
Date of birth	Click or tap to enter a date.		
Place of Birth		Nationality	
Passport No.		Passport Expiry Date	Click or tap to enter a date.
UK Entry Date	Click or tap to enter a date.	Visa Expiry Date	Click or tap to enter a date.
UK National Insurance Number			
For EU Students only: Have you lived in the UK for the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of First Entry to live in the UK: Click or tap to enter a date.			

Contact Details

Current Address:		Overseas (Home) Address:	
Telephone		Mobile	
E-mail			

Emergency Contact Details (Please tell us who you would like us to contact in case of emergency)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Full Name	
Relation			
Address:	Mobile		
	E-mail		

Course(s) Applied For:	
Programme Title:	
Level of Study:	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Short course <input type="checkbox"/> English Language <input type="checkbox"/>
Method of study	Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Days <input type="checkbox"/> Evenings & Weekend <input type="checkbox"/>

Fee Payment:
Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees?	Self-Funded: <input type="checkbox"/> Student Finance: <input type="checkbox"/> Employer (please specify): _____ Other (please specify): _____
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English Language Proficiency

Is English your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If your first language is not English please give details of the most recent English Proficiency course you have taken. If you require a Tier 4 Visa, please note that you must also be able to demonstrate English ability to the minimum level required by UKVAI

Qualification Name	Grade Achieved	Award Date

Education and Academic qualifications

What is the highest qualification you have achieved? E.g. Degree; HND; A Levels

Education / Professional qualifications				
College/University Name	Qualification Level	Qualification Title	result	Year Completed

Employment History (if any)

Employer	Job title & Brief Description of your Duties	Employment Period	
		From:	To:

Personal Statement

You are advised to complete this section as fully as possible. As a guide your personal statement should cover topics such as your reasons for applying to your desired programme(s), your previous educational and employment experiences, personal qualities, future goals and career aspirations.

Equal opportunities monitoring: (please put tick cross in appropriate box)

<input type="checkbox"/> White – British	<input type="checkbox"/> Asian/Asian British – Indian
<input type="checkbox"/> White – Irish	<input type="checkbox"/> Asian/Asian British – Pakistani
<input type="checkbox"/> White – other	<input type="checkbox"/> Asian/Asian British – Bangladeshi
<input type="checkbox"/> Mixed - White/black African	<input type="checkbox"/> Asian/Asian British – Sri Lanka
<input type="checkbox"/> Mixed - White/black Caribbean	<input type="checkbox"/> Black/Black British – Caribbean
<input type="checkbox"/> Mixed - White/Asian	<input type="checkbox"/> Black/Black British – African
<input type="checkbox"/> Mixed – other	<input type="checkbox"/> Black/Black British – other
<input type="checkbox"/> Chinese	<input type="checkbox"/> Another ethnic group
	Please specify _____

What is your Religion / Belief			
No religion <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>
Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Spiritual <input type="checkbox"/>
Any other religion or belief <input type="checkbox"/>	Information refused <input type="checkbox"/>		

Disabilities/Special Needs
To help us aid wherever possible state briefly if you have any special needs that the London Education Management should be aware of? (Medical, physical, personal, religious, etc.) If you need regular medication (e.g. for epilepsy, diabetes), please write below the type and quantity of medication you take.

How did you hear London Education Management?					
Newspaper/Magazine		Relative/Friend		Website	
Leaflet		Agent/consultant		Social media	
Other sources (please state):					

References			
Please give the name and address of two referees who we may approach and the capacity in which they are known to you. The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer, teacher or a person who knows you well.			
Referee 1		Referee 2	
Name & Full Address:		Name & Full Address:	
Relationship (i.e. employer, teacher)		Relationship (i.e. employer, teacher)	
Telephone No.		Telephone No.	
Email:		Email:	

Declaration of Criminal Record
Do you have a criminal conviction which will be unspent at the time of your application to London Education Management?

To help London Education Management reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a 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

If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you **MUST** tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974. By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment? **YES** **NO**

If Yes, please state the date and reference number: _____

Do you have a relevant unspent criminal conviction? **YES** **NO**

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us.

Declaration

I confirm by submitting this application form that, to the best of my knowledge, the information in this form is correct. I understand and agree to abide by the conditions and regulations of London Education Management, which I accept as a condition of this application.

Applicant's signature:	Full name:	Date: Click or tap to enter a date.
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Checklist

Before submitting this application form, please ensure that all sections of the form have been completed.

Please send scanned copies of the following documents to info@londonem.co.uk. (You will need to provide original documents for verification)

Copies of all academic documentation including transcripts, certificates, etc (translation if not in English)

Personal Statement

References

NI Card / Letter

Photocopies of passport to include photograph and personal detail pages

Resume/Curriculum Vitae

Photocopies English qualification if applicable

Recent proof of address such as: utility bill, bank statement etc (last 3 months)

Passport size photographs (you need to provide 2 photos before your enrolment)

Please send this application form to:

LONDON EDUCATION MANAGEMENT

44, Broadway Straford,
London E15 1XH