



Please attach a Passport size photo of yourself here

# STUDENT APPLICATION FORM

## POST LEAVING CERTIFICATE / FURTHER EDUCATION COURSES

Centre/College you wish to apply to \_\_\_\_\_

Programmes/Courses you wish to apply for (1<sup>st</sup> Choice) \_\_\_\_\_

(2<sup>nd</sup> Choice) \_\_\_\_\_

### Personal Details

Surname \_\_\_\_\_

Date of Birth \_\_ / \_\_ / \_\_\_\_

First Name \_\_\_\_\_

Gender (please tick) Male  Female

Address \_\_\_\_\_

Medical Card No

Expiry Date \_\_ / \_\_\_\_

Nationality \_\_\_\_\_

PPSN/PRSI No

Country of Birth \_\_\_\_\_

Telephone (landline/home) \_\_\_\_\_

Mobile \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone No. \_\_\_\_\_

### Employment/Unemployment/Education and Training History as at September 30<sup>th</sup> 2014

(please tick box)

M - Unemployed 0-6 months (Dífhostaithe 0-6 mí)

N - Unemployed 6-12 months (Dífhostaithe 6-12 mí)

O - Unemployed 12 months or more (Dífhostaithe 12 mí nó níos mó)

P - Completed Leaving Cert THIS year (Comhlánaigh an bliain seo)

Q - Employed Part-time (Fostaithe páirtaimseartha)

R - Not in Labour Market ( Gan bheith sa Mhargadh Saothair)

Y - Training (Faoi oiliúint)

Z - Other (Eile)

**Educational Attainment** (please tick box)

- J - Inter/Junior Cert only (Meánteist/Shóis. amháin)
- A - Leaving Cert Applied LCA (Ardteistiméireacht Fheidmeach ATF)
- L - Leaving Cert LC (Ardteist Bunaithe AT)
- G - Group Cert only (Grúpa amháin)
- F - National Foundation Certificate (Bonnteastas Náisiúnta)
- O - Other (Eile)
- N - No prior Qualification ( Ni ga a Bheith cáilithe roimh ré)
- V - Leaving Cert Vocational Programme LCVP ( Gairchlár Ardteistiméireactha (GCAT))
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- B - FETAC Level 3 (FETAC Leibhéal 3)
- C - FETAC Level 4 (FETAC Leibhéal 4)
- D - FETAC Level 5 ( FETAC Leibhéal 5)
- E - FETAC Level 6 ( FETAC Leibhéal 6)
- H - HETAC Level 6-10 (HETAC Leibhéal 6–10)

**Leaving Certificate Results**

School/s you attended							
Subject	Level	Grade	Year	Subject	Level	Grade	Year

**Other Qualifications**

Awarding Body	Degree/Diploma/Certificate	Course Title	Year of Award

**Non-EU Nationals Only**

**Please state your status in Ireland** (relevant documentation must be submitted)

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Please indicate your reasons for applying for this course:

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**GARDA CLEARANCE**

*Participation on some programmes requires Garda clearance. Complete the following if applicable:*

Have you received Garda Clearance in the past?  YES  NO

- **Further information on Garda Clearance is available from the College/Centre/School.**
- **Work Experience is a mandatory module on all programmes. Students are required to seek their own work placement.**
- **Further information will be given at interview.**

**MEDICAL DETAILS**

*(This is required to ensure the Centre has an accurate record of medical conditions as well as your doctor's contact details in the event of a medical issue arising during Centre/ETB activities. Please note it maybe necessary to disclose this information to staff in certain circumstances)*

1) **Doctor's Name** \_\_\_\_\_

2) **Name of practice (if relevant)** \_\_\_\_\_

3) **Practitioner's Phone Number** \_\_\_\_\_

4) **PLEASE LIST ANY MEDICAL CONDITIONS/ILLNESSES WHICH THE CENTRE SHOULD BE AWARE OF:**

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5) **Procedures to follow (for a particular illness).**

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6) **Any other medical concerns/information of relevance?**

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**Please provide contact name and number in case of an accident or emergency:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## Personal Data on this Form

Mayo Sligo & Leitrim ETB is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this Application Form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations, including the election of Parent/Guardian representatives to the ETB. Contact details will also be used to notify you of school/ETB events or activities. While the information provided will generally be treated as confidential to ETB from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally required to do so, with other bodies including the Department of Education & Skills, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the school Principal.

## Data Protection Policy of Co. Mayo VEC

A copy of the full Data Protection Policy of the ETB is available at [www.msletb.ie](http://www.msletb.ie) or on request from The CEO, Mayo Sligo & Leitrim ETB, Head Office, Offices, Newtown, Castlebar, Co. unty Mayo.

## Photographs of Students

The College maintains a database of photographs of events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the college. Photographs may be published on our college website or in brochures, newsletters, local and national newspapers and similar college-related productions. In the case of website photographs, student names will not be recorded with the picture. If you wish to have your photograph removed from the college website at any time you should write to the Principal.

## Consent (*tick one only*)

1. If you are happy to have your photograph taken as part of college activities and included in all such records tick here

2. If you would prefer not to have your photograph taken and included in such records, please tick here

3. If you are happy for your photograph to be taken and included, as 1. above, but would prefer not to have images of you collected in the above situations available on the college website please tick here.

Signed \_\_\_\_\_

(Student)

Date \_\_\_\_\_

## FEES

**€200 fee** (payable on commencement of Course) to Mayo Sligo & Leitrim ETB. This fee was introduced in Budget 2010 and may be reimbursed if you are a person in one of the categories below:

- In possession of a full Medical Card in their own right and their dependent children;
- Those who are eligible under the Student Grant Scheme;
- Those in receipt of the Back to Education Allowance (BTEA) OR Vocational Training Opportunities Scheme (VTOS) allowances;

**AND €50 (non refundable) Administration Fee** made payable with application to Mayo Sligo & Leitrim ETB

## **PLEASE RETURN THE FOLLOWING WITH YOUR APPLICATION :**

- **Birth Certificate**
- **Leaving Certificate Results (copies are acceptable)**
- **Cheque/Bank draft /Postal order €50 made payable to Mayo Sligo & Leitrim ETB**
- **Passport size photograph attached to the front of this Application Form**

For Office Use Only

Birth Cert

Leaving Cert

€50 Admin Fee

€200 PLC Levy

Passport photo