

### General

Before completing the form, please read these notes carefully. You should also read the current University prospectus and course booklet(s) relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Your application form may be copied or scanned; therefore, it is important that you write neatly using black ink or typescript.

Many courses have a deadline by which applications should be received. Please consult course literature or the department concerned.

For reference MH stands for Mary Hare and LJMU stands for Liverpool John Moores University.

### Data Protection (UK GDPR and Data Protection Act 2018)

Mary Hare (MH) and Liverpool John Moores University (LJMU) maintain records relating to applicants in electronic and other appropriate formats, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. These records include correspondence and information supplied by applicants directly and/or via UCAS and other relevant agencies, and, where applicable, information collected at registration or during the course of study. The information collected is necessary for the administration of the application process and, where an offer is accepted, for the administration and delivery of MH/LJMU programmes. This includes course administration, assessments and examinations, quality assurance processes, and statutory reporting to government departments, funding bodies and regulators. Personal data is processed on lawful bases under UK GDPR, including the performance of a contract, compliance with legal obligations and the performance of tasks carried out in the public interest.

### Section 3 Finance and Fee status

If you live in the UK, state your area of permanent residence. This might be district (Sefton), borough, (Enfield), metropolitan area (Gt Manchester), or county (Liverpool). If you live outside the UK state the country (Italy, France etc.) where you are living as your area of permanent residence.

Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this. A purchase order number will be required in order for an Invoice to be raised

### Section 8 Academic Qualifications achieved.

Applicants should list all academic and vocational qualifications achieved or pending. Applicants with **overseas qualifications** should provide details of examinations taken as preparation for entry to higher education (for example, Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturità, Examen Artium or Studentereksamen). Where qualifications have been obtained in a language other than English, an **official or certified English translation** must be provided.

Applicants holding **vocational qualifications**, such as **BTEC**, **NVQ** or **SVQ (Scotland)**, should attach a certificate of achievement or unit transcript showing the award title, level (where applicable), and details of all units or modules completed.

### Section 8 Academic Qualifications pending

If you are currently working towards an award, BTEC or NVQ (SVQ) please give full details of course title, level, units, modules, and components either within the form or on a separate sheet.

### Section 11 Further Information

Enter any information to support your application.

Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations, relevant experience, and information concerning your intellectual, social, sporting or other interests. You should give details of any non-examined subjects you are studying. If you have been out of education, please outline any relevant experience that may be considered in lieu of formal qualifications, either at home or in voluntary or paid work. You should explain any gaps or breaks in your career. If you are applying for deferred entry (a year beyond the next academic year) please explain your reasons.

### Section 12 References

Two references are required (see page 8) It is your responsibility to ensure that Mary Hare receives your references. 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. 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, Access Course Tutor. If you have any difficulty in identifying a suitable referee you should seek the advice from Mary Hare.

### Section 13 Disability and Support arrangements

Please indicate if you have a disability, health condition or specific learning difference that may require support or reasonable adjustments. Information provided will be used by MH/LJMU to arrange support and may be shared with relevant support staff. Support may be limited where needs are not disclosed.

### Important Note

Mary Hare and Liverpool John Moores University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of MH/LJMU interfere with its ability to provide such services, MH/LJMU undertakes to use all reasonable steps to minimize the resultant disruption to educational services.

MH/LJMU does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein. Should you become a student of MH/LJMU, this notice shall be a term of any contract between you and MH/LJMU. Any offer of a place made to you by MH/LJMU is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract and that you agree to abide by the rules and regulations of Mary Hare and Liverpool John Moores University.

# Application



**Please Note:** Please return your application form to the Courses Administrator either by email to [courses@maryhare.org.uk](mailto:courses@maryhare.org.uk) or send to: Mary Hare School, Arlington Manor, Snelsmore Common, Newbury, Berks RG14 3BQ

## 1. Personal Details *(please print clearly in black ink and Block capitals)*

Surname <i>as appears in passport</i>	<input type="text"/>				
First Name(s) <i>as appears in passport</i>	<input type="text"/>				
Title: (Mr, Mrs, Miss, Mx, Dr, Other)	<input type="text"/>	Previous Family Name:	<input type="text"/>		
Country of Birth:	<input type="text"/>	Date of Birth (DD/MM/YYYY)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of Domicile:	<input type="text"/>				
Nationality:	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Home address:	Correspondence address <i>(if Different)</i>				
<input type="text"/>		<input type="text"/>			
<input type="text"/>		<input type="text"/>			
Post Code:	<input type="text"/>	Post Code:	<input type="text"/>		
Telephone Number:	<input type="text"/>	Telephone:	<input type="text"/>		
Mobile Number:	<input type="text"/>	Mobile Number:	<input type="text"/>		
Email Address:	<input type="text"/>	Email Address:	<input type="text"/>		
QTS Number: (applicable for ToD course)	<input type="text"/>	Do you have a current Enhanced DBS?	<input type="text"/>		
Do you have a BSL qualification?	<input type="text"/>	If yes, please enter BSL level	<input type="text"/>		

## 2. Please tick which course you are applying for:

Post Graduate Diploma Teaching Deaf Learners (QTOD):	<input type="checkbox"/>	
CPD Single Module (please enter Standalone Module Number)	<input type="text"/>	
Level of Study:	PGDip Level 7	
Date of Entry	Month: <input type="text"/>	Year: <input type="text"/>
Mode of Study:	<input type="text" value="Part-time"/>	Associate University: <input type="text" value="Liverpool John Moores University"/>

### 3. Finance and Fee Status

All students offered registration will be asked to supply details of their financial position, letters of guarantee from employer/sponsors etc., to ensure that they can complete the course without financial hardship and a Purchase Order number

Who will be paying your fees?

Self:

Please give address for Invoicing:

Employer:

Please give name & address of person to be Invoiced:

\*Scholarship:

Please give name & address of person to be invoiced:

Other:

Please give name & address of sponsor:

### 4. Employer Support Agreement

As part of the entry requirements, a Support Agreement must be completed and signed by the student's employer/line manager.

Please provide the name and address of the person who will be able to approve and sign the Support Agreement:

Name:

Address:

Employer Email Address

Name of Mentor (if known)

## 5. Declaration of a Criminal Conviction

*Please Note: An Enhanced Disclosure and Barring Service (DBS) will be required prior to commencing the course*

To help Mary Hare and LJMU reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or a 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 (but see next paragraph).

**If you are applying for courses in teaching, health, social work and courses involving work with children, vulnerable adults, you must tell us about any criminal convictions. Including spent sentences and cautions (including verbal cautions) and bind-over orders. 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. Mary Hare can provide you with further information upon request.**

### **Courses in teaching, health, social work, and courses involving work with children or vulnerable adults.**

*For these courses, you must answer 'Yes' if any of the following statements apply to you.*

- a) I have a criminal conviction.*
- b) I have a spent criminal conviction.*
- c) I have a caution (including a verbal caution).*
- d) I have a bind-over order.*
- e) I am serving a prison sentence for a criminal conviction.*

*If statement e) applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.*

### **All other courses**

*For those courses, you must answer 'Yes' if any of the following statements apply to you.*

- a) I have a relevant criminal conviction that is not spent.*
- b) I am serving a prison sentence for a relevant criminal conviction.*

*If statement b) applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal*

Please indicate if you have any criminal convictions, including spent, cautions (including verbal), bind over order.

Yes

No

Applicants who answer 'Yes' will not be automatically excluded from the application process, and their application will be considered on its merits before the relevance of their criminal conviction is taken into account. However, Mary Hare may ask for more information about their criminal conviction before making a final decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. Mary Hare may then ask you for more details.

## 6. Have you ever studied previously in the UK?

Tick/cross one box:

Yes

No

Student ID Number:

School/College/University:

Attended from (DD/MM/YYYY)

to

**7. Previous and Present Education**

Please list details of all institutions since age 16. Please continue onto an extra sheet if necessary.

Name and address of institution	From MM/YY	To MM/YY	Study Mode PT/FT/SW/DL

**8. Academic Qualifications – Exams Achieved**

Please list all qualifications taken and results.

Exam Date	Awarding Body	Subject	Qualification	Results Achieved

**Academic Qualifications – Exams Pending**

Please list all qualifications taken that are pending

Exam Date	Awarding Body	Subject	Qualification

**9. Work Experience/Employment History. Please continue onto an extra sheet if necessary**

Please give details of work experience, training, and employment, include voluntary and unpaid employment.

Dates from	Dates to	FT/PT	Post Held	Organisation name and address	Brief description of duties

**10. Safeguarding Training:** Please enter date and details below of most recent safeguarding training.

**11. Further Information / Personal Statement**

Please briefly state here your reasons for wishing to pursue the course, give details of any relevant skills. Indicate any other achievements or experience that will support your application.

**12. References**

**Referee 1**

Name:

Address:

Post Code:

Contact Number:

Email Address:

**Referee 2**

Name:

Address:

Post Code:

Contact Number:

Email Address:

Capacity in which applicant is known to referee.

For how long

Capacity in which applicant is known to referee.

For how long

Please note: The attached 'statement by referee' is to be given to the referees by the applicant. References should not be provided by close family members or friends.

**13. Access: Please indicate any disabilities or access requirements you would like us to be aware of:**

Please tick the appropriate box(es) and in the bottom of this section indicate any additional support or facilities that you may need at Mary Hare. This information will initially be passed to the course leader who will support applicant through the admissions process.

No known disability	<input type="checkbox"/>	Specific Learning Difficulty (e.g., Dyslexia)	<input type="checkbox"/>
Blind/partially sighted	<input type="checkbox"/>	Deaf	<input type="checkbox"/>
Wheelchair user/mobility difficulties	<input type="checkbox"/>	Autistic Spectrum disorder or Asperger Syndrome	<input type="checkbox"/>
Mental health difficulties	<input type="checkbox"/>	Unseen disability e.g., diabetes, epilepsy, asthma, or a heart condition.	<input type="checkbox"/>
Two or more of the above disabilities / special needs	<input type="checkbox"/>	A disability not listed	<input type="checkbox"/>

Are you currently in receipt of the Disability Students Allowance Yes  No

Will you be applying for or intend to apply for the Disability Students Allowance Yes  No

Please detail below any additional support, adjustments or changes you may need for your studies.

**14. Dietary Requirements**

Please tick appropriate box(s)

Vegetarian	<input type="checkbox"/>	Dairy Intolerant	<input type="checkbox"/>	Lactose Intolerant	<input type="checkbox"/>
Vegan	<input type="checkbox"/>	Wheat Intolerant	<input type="checkbox"/>	Gluten Intolerant	<input type="checkbox"/>
Nut Allergy	<input type="checkbox"/>	Other:	<input type="text"/>		

**15. How did you hear about us?**

Word of mouth:	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>
Email list:	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>
Website:	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>
Conference exhibit:	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>
Direct Mail:	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>
Internet Search:	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>
Other	<input type="checkbox"/>	<i>Please give details</i>	<input type="text"/>

**16. Declaration**

I confirm that the information on this application form is complete, and that no information requested, or other material has been omitted. I give my consent to the processing of my data by Mary Hare and LJMU for course admission purposes.

Signature:	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>		

# Equal opportunities monitoring form (optional)

In completing this form, you are helping to monitor the fairness of the admissions processes and to ensure equal treatment for all applicants. The information supplied will be recorded on our computer system during the application process and the form will be deleted from our computer systems in line with our data retention policy. Please tick the box/boxes that best describe you.

I am	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female		
	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say		
My age today is	<input type="checkbox"/>	18-21	<input type="checkbox"/>	22-24	<input type="checkbox"/>	25-29
	<input type="checkbox"/>	30-39	<input type="checkbox"/>	40 or over	<input type="checkbox"/>	Prefer not to say

## A White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background, please detail	<input type="checkbox"/>
<input type="text"/>	

## B Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background, please detail	<input type="checkbox"/>
<input type="text"/>	

## C Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background, please detail	<input type="checkbox"/>
<input type="text"/>	

## D Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other Mixed background, please detail	<input type="checkbox"/>
<input type="text"/>	

## E Chinese or other ethnic group

Chinese	<input type="checkbox"/>
Any other Chinese background, please give details below	
<input type="text"/>	

## F Other

## G Prefer not to say

# Statement by Referee 1

*To be completed by applicant*

Applicants full Name

Course Name

Name and address to which reference is to be sent

Name: Course Administrator

Address: Mary Hare School, Arlington Manor

Snelsmore Common, Newbury

County: Berkshire

Post code: RG14 3BQ

Email Address: courses@maryhare.org.uk

## 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 to guide admissions tutors in making their decisions.

When you write personal comments about the applicant, please remember that under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that we have about them.

In order that Mary Hare can evaluate an applicant's academic and intellectual capacity, your reference should possibly cover:

1. Suitability for the course applied for.
2. Intellectual qualities including:
  - (a) Development to date and previous examination performance with special reference to any factors which may in your option have adversely influenced the result
  - (b) Present performance
  - (c) Potential, including as assessment of the probable results of any pending examinations.
3. Personal qualities.
4. Career aspiration.
5. Health and other personal circumstances relevant to the application.
6. Athletic, social, and other interests.

### **Mature applicants**

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 opposite

**References can be return to the course administrator either by post or via email, as per details above.**

## To be completed by the referee

*This form may be photocopied: please type if possible or write in black ink. Please return this completed form to: Course Administrator, Mary Hare School, Arlington Manor, Snelsmore Common, Newbury, RG14 3BQ or email to: [courses@maryhare.org.uk](mailto:courses@maryhare.org.uk)*

Referee's full Name

Post/Occupation/Relationship

How long have you known applicant

Name of School/College/Organisation

Name and address of referee:

Address:

County:

Post code:

Telephone No:

Email Address:

Name of applicant (*block capitals or type*)

Signature:

Date:

# Statement by Referee 1

*To be completed by applicant*

Applicants full Name

Course Name

Name and address to which reference is to be sent

Name: Course Administrator

Address: Mary Hare School, Arlington Manor

Snelsmore Common, Newbury

County: Berkshire

Post code: RG14 3BQ

Email Address: courses@maryhare.org.uk

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Referee's full Name

Post/Occupation/Relationship

How long have you known applicant

Name of School/College/Organisation

Name and address of referee:

Address:

County:

Post code:

Telephone No:

Email Address:

Name of applicant (*block capitals or type*)

Signature:

Date:

**Further Information / Additional Page**

Please state section: