

Please attach a
passport size photo
of yourself here

**POST LEAVING CERTIFICATE/FURTHER EDUCATION COURSES
STUDENT APPLICATION FORM
FOR ENROLMENT – SEPTEMBER 2012/13**

Centre/College you wish to apply to _____

Programmes/Courses you wish to apply for (1st Choice) _____

(2nd 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 _____

Email Address _____

Telephone (landline/home) _____

Mobile _____

Emergency Contact: Name _____

Relationship _____

Phone No. _____

(To You)

Mothers Maiden First Name and Last Name: _____

Employment/Unemployment/Education and Training History as at September 30th 2011

(please tick box)

M - Un-employed 0-6 months (Dífhostaithe 0-6mí)

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 - FETA C 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)

Please indicate your reasons for applying for this course:

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

(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/VEC activities. Please note it may be 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:**

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

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

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

Name: _____ **Phone Number:** _____

Personal Data on this Form

Co. Mayo VEC 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 VEC under the Vocational Education (Amendment) Act 2001. Contact details will also be used to notify you of school/VEC events or activities. While the information provided will generally be treated as confidential to Co. Mayo VEC, 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 Co. Mayo VEC is available at www.mayovec.ie or on request from The CEO, Co. Mayo VEC, Administrative Offices, Newtown, Castlebar, Co. 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 enrolment) to Mayo VEC introduced in Budget 2010 which 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 VEC

**PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION To:-
Westport College of Further Education, Newport Road, Westport, Co Mayo:**

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

For Office Use Only

Birth cert Leaving Cert Admin fee €200 fee Passport photo