



# Metanoia Institute Application Form

## **Personal Details** (As they appear on your passport/driver's licence or other official ID)

Family Name: \_\_\_\_\_ Previous Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Date of Birth (DD/MM/YY): \_\_\_\_\_

Middle Name(s): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Title: (Mr/Ms etc): \_\_\_\_\_

Home Address: \_\_\_\_\_ Alternative Address (if different from permanent): \_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Country: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Course(s) Applied For**

Programme Title: \_\_\_\_\_

Level of Study:            **Undergraduate**            **Postgraduate**

Introductory Workshop: \_\_\_\_\_

*For Office Use Only*

Date Received: \_ / \_ / \_ - \_ - .

Accompanying Documentation Received? Yes / No

PL/FH Approval? Yes / No

Assessment Approval? Yes / No

Is APL Relevant? Yes / No

Agreed Entry Point: Year 1 / Year 2 / Year 3

## **Residential Information/Visas**

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

### **Country of permanent residence:**

Country of birth: \_\_\_\_\_

If UK, please give County/Borough: \_\_\_\_\_

Nationality (as on passport): \_\_\_\_\_

### **If you are a non EEA/UK national please answer the following questions:**

Passport number (include copy of photo page with ADP): \_\_\_\_\_

Have you ever lived outside the UK/EU? Yes  No

If Yes, please indicate date of entry to the UK/EU: \_\_\_\_\_

Do you currently have a UK Visa? Yes  No

If Yes, enter type, expiry date and Visa number: \_\_\_\_\_

Have you been granted indefinite leave to remain? If Yes, enter date: \_\_\_\_\_

Do you require a Tier 4 Visa to study in the UK? Yes  No

Have you ever studied in the UK on a Student Visa? Yes  No

If Yes, please give details:

\_\_\_\_\_  
\_\_\_\_\_

## **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 regarding the payment of fees.

Who will fund your tuition fees?

Self-Funded;  Yes  No

Employer (please specify): \_\_\_\_\_

Loans: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

## Highest Qualification

If you have previously studied at Metanoia Institute, enter Student number: \_\_\_\_\_

Highest level of education, e.g. BSc/MSc: \_\_\_\_\_

If this award was taken in the United Kingdom enter institution name: \_\_\_\_\_

If taken elsewhere please enter name and country: \_\_\_\_\_

## Academic Qualifications

If you are a non EEA national you must give ALL details of previous study undertaken in the UK.

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted to the relevant Academic Co-ordinator, clearly stating the programme you are applying for.

**Note:** printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

| Qualifications Pending |            |                             |                       |                 |
|------------------------|------------|-----------------------------|-----------------------|-----------------|
| Award Type & Subject   | Award Date | Grade (Including Predicted) | Institution & Address | Dates From – To |
|                        |            |                             |                       |                 |

| <b>Qualifications achieved including Professional Qualifications</b> |            |                |                       |                 |
|--|------------|----------------|-----------------------|-----------------|
| Award Type & Subject   | Award Date | Grade Achieved | Institution & Address | Dates From – To |
|  |            |                |                       |                 |

### **English Language Qualifications**

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken.

| Qualification Name | Grade Achieved | Award Date |
|--------------------|----------------|------------|
|                    |                |            |

### **Employment & Work Experience** (Most recent first)

| Employer's Name & Address | Role & Brief Description Of Duties | Full Time or Part Time | Dates Employed |
|---------------------------|------------------------------------|------------------------|----------------|
|                           |                                    |                        |                |

| Employer's Name & Address | Role & Brief Description Of Duties | Full Time<br>or<br>Part Time | Dates<br>Employed |
|---------------------------|------------------------------------|------------------------------|-------------------|
|                           |                                    |                              |                   |
|                           |                                    |                              |                   |

Number of years full time work experience\* (at 1<sup>st</sup> September prior to start of programme) \_\_\_\_\_

\*Please do not include part time work, internships or summer jobs.

## **Personal Statement**

You are advised to complete this section as fully as possible and with particular care. 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.

*Please continue on a separate sheet if necessary or attach a type written sheet.*

# **Declaration of Criminal Record**

In an effort to help Metanoia Institute 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 (**however, see next paragraph**).

**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**

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Metanoia Institute in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. Metanoia Institute may request further disclosure from you and your offence may affect your application.

## **References**

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. Any reference received must be signed and printed on headed paper.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

**References from friends and family members will not be accepted.**

### **First Referee**

Full name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-mail\*: \_\_\_\_\_

\*Private e-mail address not acceptable

### **Second Referee**

Full name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Checklist**

**Before submitting this application form**, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. Metanoia Institute will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner.

- Copies of all academic documentation including transcripts, certificates, etc.
- Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- Personal Statement.
- References as applicable.
- Photocopies of passport to include photograph and personal detail pages
- Résumé/Curriculum Vitae if applicable.
- Photocopies of IELTS/TOEFL or other approved English qualification if applicable.

## **Declaration**

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore, if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme, including any record of attendance.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Metanoia Institute under the provision of the 1998 Data Protection Act.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO  
THE RELEVANT ACADEMIC CO-ORDINATOR AT:**

Metanoia Institute  
13 North Common Road  
Ealing  
London, W5 2QB  
United Kingdom

Tel: 0208 579 2505  
Web: [www.metanoia.ac.uk](http://www.metanoia.ac.uk)

# **EQUAL OPPORTUNITIES**

**Disclaimer:** *Metanoia Institute has a commitment to ensuring that students are recruited on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, nationality (within current legislation), marital status, caring or parental responsibilities, age, or beliefs. Monitoring enables us to see what is happening in practice, to assess the impact of our Equal Opportunities Policy and its implementation, to set any targets for improvements, and measure progress. To enable us to do this, and to make the exercise successful, we rely on the details you provide on this form.*

## **Gender**

Which of the following best describes your gender?

Male  Female  Transgender  Other  Prefer not to say

Is your gender identity the same as the gender you were originally assigned at birth?

Yes  No  Prefer not to say

## **Sexual Orientation**

What is your sexual orientation? Please tick one box.

Heterosexual/straight  Gay woman/lesbian  Gay man   
Bisexual  Other  Prefer not to say

**A disability is defined in law as ‘a physical or mental impairment which has a substantial and long-term adverse effect on someone’s ability to carry out their normal day-to-day-activities’**

Do you consider yourself to have a disability? Yes  No  Prefer not to say

**If yes, please specify the nature of your disability and advise if you have any specific requirements in order to train at Metanoia Institute.** Please indicate which of the following is applicable to you:

Prefer not to say   
Blind/partially sighted  Deaf/hearing impairment   
Personal care support  Wheelchair user/other mobility difficulties   
Mental health difficulty  Autistic Spectrum Disorder/Asperger syndrome   
A specific learning difficulty (e.g. dyslexia, dyspraxia or AD (H)D)   
An unseen disability (e.g. diabetes, epilepsy, asthma or a heart condition)   
A long standing illness or health condition (e.g. cancer, HIV, diabetes, chronic heart disease, epilepsy)   
A mental health condition (e.g. depression, schizophrenia or anxiety disorder)   
A disability/special needs/medical condition not listed above

*Please provide details here:*

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Are you currently or have you previously been in receipt of a UK disabled student’s allowance?

Yes  No  Prefer not to say

**Do you agree to the information provided above being passed to the Disability Services Office, and to be contacted by the office for further information?** Yes  No

## **Ethnic Origin**

Which ethnic group do you identify with? Please tick one box.

White  White – Irish   
White – English, Welsh, Scottish, Northern Irish, British   
White Scottish  Irish Traveller   
Other White background  Gypsy or Traveller   
Black or Black British – Caribbean  Black or Black British – African   
Other Black background  Asian or Asian British – Indian



- |                                    |                          |                                      |                          |
|------------------------------------|--------------------------|--------------------------------------|--------------------------|
| Asian or Asian British – Pakistani | <input type="checkbox"/> | Asian or Asian British – Bangladeshi | <input type="checkbox"/> |
| Chinese                            | <input type="checkbox"/> | Other Asian background               | <input type="checkbox"/> |
| Mixed – White and Black Caribbean  | <input type="checkbox"/> | Mixed – White and Black African      | <input type="checkbox"/> |
| Mixed – White and Asian            | <input type="checkbox"/> | Other mixed background               | <input type="checkbox"/> |
| Arab                               | <input type="checkbox"/> | Other ethnic background              | <input type="checkbox"/> |
| Not known                          | <input type="checkbox"/> | Prefer not to say                    | <input type="checkbox"/> |

**Religion or Belief**

What is your religion or belief? Please tick one box.

- No religion  Buddhist  Christian  Hindu  Jewish  Sikh   
 Muslim  Spiritual  Other  Prefer not to say

**Criminal convictions information**

*Metanoia Institute is committed to safeguarding vulnerable adults and expects all students to share this commitment. Metanoia Institute meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. You are therefore required to detail all previous criminal convictions. Criminal records will be taken into account for course applications only where the conviction is relevant. Metanoia Institute reserves the right to carry out an Enhanced Disclosure with the Criminal Records Bureau as appropriate.*

- Have you ever had any criminal convictions? Yes  No
- Have you any criminal convictions, which are not yet “spent” under the Act? Yes  No
- Are you involved in any cases for which details are pending, in the UK or any other country? Yes  No

*If you have answered yes to any of the above questions, please enclose details in a separate sealed enveloped marked confidential with your name on it. Disclosed information will be handled and disposed of securely by Metanoia Institute in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.*

**Declaration: Please read the guidance notes below before completing the declaration.**

*Guidance notes: If any of the information on the application form changes after you have applied (for instance, you are convicted of a criminal offence), you are under a duty to disclose this information to any institution to which you have applied or may be applying during this academic year. For these purposes, a criminal offence excludes motoring offences for which a fine and/or up to three penalty points were imposed. By signing this form, you are declaring that the information you have provided is accurate and that no material information has been omitted.*

I confirm that the information given in this form is true, complete and accurate. No information requested or other material information has been omitted. Under the terms of the Data Protection Act 1988 the personal information supplied will be treated in confidence but may be used internally for registering and statistical purposes. I am aware that I may, from time to time, receive additional information or survey questionnaires.

I acknowledge that any statements on this form which prove to be untrue or purposely misleading may cause the application to be cancelled. Furthermore if inaccuracies are highlighted at a later stage, Metanoia Institute retain the right to retract any offer made or terminate the training contract with no refund of fees.

Signed:

\_\_\_\_\_ Date \_\_ / \_\_ / \_\_\_\_  
 Applicant