# Application Form for all full time and part time programmes: September 2020 entry

* Please read the accompanying guidance notes in full before starting to complete the form.
* Ensure that you complete all sections fully and attach all required documentation, as any gaps may cause a delay to your application process.

## Section A: Main application

### 1. Personal details

|  |  |  |
| --- | --- | --- |
| Title: Enter text | First name: Enter text | Surname: Enter text |
| Middle names: Enter text | Preferred first name: Enter text |
| Date of birth: DD - MM - YY |  Gender: Select |
| Previous surname at 16th birthday (if applicable): Enter text |
| Personal email address: Enter text |
| Mobile number: Enter no | Home phone number: Enter no |
| Home address: Enter text | Correspondence address (if different): Enter text |
| Where is your permanent home? Enter text |
| If your permanent home is in the UK, please provide your postcode: Enter text |
| Have you studied at Oak Hill previously? Select | If yes, when? Enter text |

### 2. Nationality and right to study in the UK

|  |  |
| --- | --- |
| Your nationality: Enter text | Your country of birth: Enter text |
| Dual nationality: Enter text |
| What is the basis of your right to study in the UK? | Select |
| If you selected ‘other visa’, please specify which visa you hold: Enter text |
| If you selected ‘I do not currently have the right to study in the UK’, please provide details of your situation, including the anticipated timeframe for obtaining the right to study in the UK: |
| Enter text |

### 3. Programme and mode of study

|  |  |
| --- | --- |
| What programme are you applying for? | Select |
| Mode of study:  | Select |
| If you anticipate changing your mode of study during the programme, please provide details:  |
| Enter text |
| How many years do you anticipate it will take to complete your chosen programme? Enter text |
| Are you applying for Recognition of Prior Learning? | Select |
| If other enter text |  |

##### Weekly church placements: at this early stage, is there any information you would like to let us know?

|  |
| --- |
| Enter text |

#### Part time undergraduate applicants:

|  |
| --- |
| If you are applying to study on a part time undergraduate programme, are you planning to stay at your current church for your weekly church placement? Select |
| If **yes**, is your vicar/pastor aware that if you are successful in your application to us, they will become your placement supervisor with its attendant responsibilities, or they will need to appoint someone else within the church to be your placement supervisor? Select |
| If **no**, what do you have in mind for your weekly church placement? |
| Enter text |

### 4. English language proficiency

|  |  |
| --- | --- |
| Do you consider English to be your first language?  | Select |
| If you answered no to the previous question, what is your first language? | Enter text |
| If you have dual first languages and one is English, what is your other first language? Enter text |
| Do you feel you will need support with your English while at College? | Select |
| If yes, please outline the sort of support you might require: Enter text |
| Do you hold an English language qualification?  | Select |
| What was the result/overall score? | Enter text |
| Where applicable, please provide your score for each individual component:  |
| Listening:  | Enter text | Reading:  | Enter text | Writing:  | Enter text | Speaking: | Enter text |

##### In light of the English language requirement for your chosen programme, if you do not hold an English language qualification at the appropriate level, please explain how you anticipate meeting this requirement prior to interview:

|  |
| --- |
| Enter text |

##### In light of the English language requirement for your chosen programme, are you claiming exemption from this requirement? Select

##### If yes, please explain on what basis:

|  |
| --- |
| Enter text |

### 5. Education history

|  |
| --- |
| Your Unique Learner Number (ULN): Enter text |
| Your HESA unique student identifier: Enter text |
| What is the most recent type of educational institution you attended? | Select |

#### Institutions attended

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date | End date | Name of institution | Location (town/city and country) | Mode of study |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |

#### Details of qualifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution | Qualification type | Subject | Sitting | Result | Year of award |
| Enter text | Enter text | Enter text | Select | Enter text | Enter text |
| Enter text | Enter text | Enter text | Select | Enter text | Enter text |
| Enter text | Enter text | Enter text | Select | Enter text | Enter text |
| Enter text | Enter text | Enter text | Select | Enter text | Enter text |
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| Enter text | Enter text | Enter text | Select | Enter text | Enter text |
| Enter text | Enter text | Enter text | Select | Enter text | Enter text |

##### If you studied at an institution but left without completing a qualification, please provide details:

|  |
| --- |
| Enter text |

### 6. Employment and voluntary work history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date | End date | Employer/organisation | Position held/activity | Full time or part time |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |
| DD - MM - YY | DD - MM - YY | Enter text | Enter text | Select |

##### If there are any gaps in your employment and voluntary work history, please provide details:

|  |
| --- |
| Enter text |

### 7. Your denomination and sending church

#### a. Your denomination

|  |  |
| --- | --- |
| What is your denomination? | Enter text |
| Have you been:  | Baptised?  | Select | If yes, when? | Enter date |
| Confirmed?  | Select | If yes, when? | Enter date |
| Received into church membership? | Select | If yes, when? | Enter date |

#### b. Your sending church

|  |  |
| --- | --- |
| Name of your sending church: | Enter text |
| Address of your sending church: | Enter text |
| Denomination of your sending church: | Enter text |
| Vicar/pastor’s name: | Enter text | Congregation size: | Select |
| Vicar/pastor’s email address: | Enter text |
| How long have you been attending this church? | Enter text |
| Does your sending church leadership endorse you undertaking training for ministry? | Select |
| Does your sending church leadership endorse you applying to Oak Hill? | Select |
| If you answered ‘other’ to one of the previous questions, please provide details of your situation: |
| Enter text |
| Have you given the ‘sending minister’s reference form’ to your sending minister?  | Select |
| What is the name of the minister you have given/will be giving the reference form to? |
| Enter text |
| What is their position in the church? | Enter text |
| What is their email address? | Enter text |

#### c. Additional information

|  |
| --- |
| Are you currently attending a church that is not your sending church? Select |
| If yes, please provide the name of the church: | Enter text |
| How long have you been attending this church? | Enter text |

### 8. Ordination training

#### a. All applicants

|  |
| --- |
| Are you applying to Oak Hill as a potential Church of England Ordinand? Select |
| Are you training to be ordained in a denomination other than the Church of England? | Select |
| If yes to the previous question, which denomination?  | Enter text |

#### b. Potential Church of England Ordinands only

|  |  |
| --- | --- |
| Your sponsoring diocese: | Enter text |
| Your home diocese (if different): | Enter text |
| Your sponsoring bishop: | Enter text |
| Your Diocesan Director of Ordinands: | Enter text |
| DDO’s email address: | Enter text |
| DDO’s phone number: | Enter text |
| Have you attended a BAP/Selection Conference?  | Select |
| If yes: | If no: |
| What was the start date?  | DD - MM - YY | Has a date been set?  | Select |
| What was the result? | Enter text | (If applicable) when? | DD - MM - YY |
| Have you received your BAP report? | Select |  |
| Do you have your DDO/Bishop’s permission to begin looking at colleges? | Select |
| Which type of ministry are you hoping to be or have you been recommended for: | Select |
| How many years’ training has your DDO indicated you would be funded for?  | Enter text |

### 9. Reading

Reading is an important part of the programme. Please take time to answer the following questions:

##### a. Can you tell us something about your reading habits?

|  |
| --- |
| Enter text |

##### b. What have you been reading recently?

|  |
| --- |
| Enter text |

##### c. Please write a maximum of 250 words on how something you have read has challenged your thinking on a particular issue:

|  |
| --- |
| Enter text |

### 10. Personal statements

##### a. How and when did you become a Christian? (250 words maximum)

|  |
| --- |
| Enter text |

##### b. What ministry are you hoping to undertake after training?

|  |
| --- |
| Enter text |

##### c. How do you hope studying theology will enable you to undertake this ministry? (approx. 150-200 words)

|  |
| --- |
| Enter text |

##### d. Why do you want to train at Oak Hill for this ministry? (approx. 150-200 words)

|  |
| --- |
| Enter text |

##### e. What are your interests outside of ministry/how do you choose to relax?

|  |
| --- |
| Enter text |

##### f. Is there anything else you would like to tell us?

|  |
| --- |
| Enter text |

### 11. Applicant character reflection

Among the important things we want to ask you to do to apply to for a place at Oak Hill, is for you to begin thinking about the Graduate Profile and in particular the section on godly character. You may already have seen this on the website, along with an introductory note about what it is and importantly, what it is not.

It is

* a tool to help you consider a wide range of qualities the Bible identifies as important
* a chance to think about how College might be of benefit in your training, in a wide range of areas, which might pick up things you or we want to talk about if you come for interview

It is not

* a pass/fail step in the admissions process
* trying to catch you out
1. Please read the **Graduate Profile** and the **Introduction to the Graduate Profile**, both of which you can find on the website alongside the application form.
2. Please look at the ‘Godly Character’ section. You might like to make some notes about your thoughts as you read through the categories.
3. Please complete the ‘Applicant Character Reflection’ section below.

#### Here is an example to get you thinking:

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Characteristic | Where am I? | What might growth look like? |
| A2 | Hospitable | I feel like an introvert, and I can use this sometimes as an excuse for being aloof or not talking to people. I enjoy having people round, but the “effort” of arranging it in the diary and planning how it will work means I don’t do it much.  | Growth would probably mean both taking more ordinary opportunities to be open and welcoming at church, at work etc and aiming to have someone else round at least once a month. I’ll need to find something easy to cook… |
| A6 | Gentle, not violent | Losses of temper at home are infrequent but shameful.  | Need to understand why I react so strongly and address with some urgency. |
| A7 | Prayerful | Inconsistency between public and private prayer. | Want to stop saying I am praying or will pray when I am not actually doing it. Also, start praying about praying – I need God’s help to grow here. |
| A9 | Lifelong Learner, Intellectually virtuous | I’ve always been curious about everything – things, then ideas, and now increasingly people. | Finding out what is going under the surface probably needs wisdom, not just curiosity, I want to learn more of this! |

Your sending minister will also comment on this as part of their reference.

| Section | Characteristic and biblical basis | Where am I? | What might growth look like? |
| --- | --- | --- | --- |
| A1 | Above reproach1 Tim 3:2; 4:16; Tit 1:6, 7 | Enter text | Enter text |
| A2 | Hospitable1 Tim 3:2; Tit 1:8; (2 Tim 2:24); Heb 13:2 | Enter text | Enter text |
| A3 | Not arrogant 1 Tim 3:3; Tit 1:7, 10  | Enter text | Enter text |
| A4 | Sober-minded1 Tim 3:2; (1 Tim 4:12) | Enter text | Enter text |
| A5 | Self-controlled1 Tim 3:2; Tit 1:8 | Enter text | Enter text |
| A6 | Gentle, not violent1 Tim 3:3; Tit 1:7; 3:2 | Enter text | Enter text |
| A7 | PrayerfulActs 2:4; 1 Tim 2:1, 8; Eph 1:16; 6:18 | Enter text | Enter text |
| A8 | Energetic, zealous2 Tim 2:15; Rom 12:8 | Enter text | Enter text |
| A9 | Lifelong learner, intellectually virtuousProv 2:1-8; Eccl 12:9-10; Phil 1:9-11 | Enter text | Enter text |
| A10 | Lover of God, people, beautyPs 96:9; Phil 4:8; Eph 5:4, 20; Col 3:17; 1 Tim 4:4-5 | Enter text | Enter text |
| A11 | Resilient2 Cor 6:4-10; Col 1:11; 1 Thess 5:18; 1 Tim 6:11-12; Ja 5:7-11 | Enter text | Enter text |

### 12. Referees

#### a. Employer/tutor/teacher

|  |  |  |
| --- | --- | --- |
| Title: Enter text | First name: Enter text | Surname: Enter text |
| Relationship to you: Enter text | How long have they known you? Enter text |
| Town/city where they live: Enter text | Email address: Enter text |
| On receipt of your application, may we contact this person for a reference?  | Select |
| If no, when may we contact this person? Enter text |

#### b. Personal friend

|  |  |  |
| --- | --- | --- |
| Title: Enter text | First name: Enter text | Surname: Enter text |
| Relationship to you: Enter text | How long have they known you? Enter text |
| Town/city where they live: Enter text | Email address: Enter text |
| On receipt of your application, may we contact this person for a reference?  | Select |
| If no, when may we contact this person? Enter text |

## Section B: Additional information

### 1. Getting to know you

|  |  |  |
| --- | --- | --- |
| Title: Enter text | First name: Enter text | Surname: Enter text |
| Middle names: | Enter text | Preferred first name: Enter text |
| Marital status:  | Select | Marriage date (if applicable): | DD - MM - YY |
| Name of spouse/fiancé/fiancée (if applicable): Enter text |

#### Details of children

|  |  |  |
| --- | --- | --- |
| Name | Gender | Date of birth (or due date) |
| Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text |

[ ]  I would prefer not to provide this information

##### Is there anything else you would like to let us know?

|  |
| --- |
| Enter text |

### 2. Interview days

#### Assuming we invite you to an interview day:

|  |
| --- |
| On which of our published dates are you available? (place an ‘x’ beside the dates you are available) |
| [ ]  23 Jan 2020  | [ ]  28 Jan 2020 | [ ]  13 Feb 2020  | [ ]  17 Feb 2020 | [ ]  12 Mar 2020 | [ ]  23 Mar 2020 |
| [ ]  01 May 2020 | [ ]  04 May 2020 | [ ]  21 May 2020 | [ ]  12 Jun 2020 | [ ]  15 Jun 2020 |  |
| If you have a preferred interview day, please specify which one:  | Select date |
| Would you like a tour round College to be included in your schedule for the day? | Select |
| Would you like to sit in on a lecture during the interview day?  | Select |

##### Is there anything you would like to let us know about how you plan to fund your studies?

|  |
| --- |
| Enter text |

#### All applicants for full time study:

|  |  |
| --- | --- |
| Would you like college accommodation if it is available?  | Select |
| If no, where do you intend to live? | Enter text |

*Please note: the allocation of college accommodation is subject to availability of suitable accommodation.*

### 3. How do you know about Oak Hill?

#### Please put an ‘x’ in all applicable boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Former Oak Hill student | [ ]  Oak Hill website | [ ]  Advert | [ ]  Social media |
| [ ]  Vicar/pastor | [ ]  Oak Hill literature | [ ]  Oak Hill presence at a conference |
| [ ]  Friend | [ ]  Other (please specify): | Enter text |

### 4. Previous contact with Oak Hill College

|  |  |  |  |
| --- | --- | --- | --- |
| Have you attended one of our Open Mornings? | Select | If yes, when? | Enter date |
| Please give details of any other visit you have had to Oak Hill:  |
| Enter text |
| Have you had any informal conversation(s) about Oak Hill with a staff member? | Select |
| If yes, please let us know who and provide any relevant details:  |
| Enter text |

### 5. Ethnicity

Please select the category that best describes your ethnicity: Select

## Section C: Disability/special needs

Please note this sheet will be detached from your application form and so will not form part of the assessment of your application.

If you have a disability/special needs, we encourage you to declare this at as early a stage a possible, in order to ensure that any support needed can be assessed appropriately and put in place at the appropriate time. There are several opportunities to declare support needs: at application stage, on the interview day, after receiving an offer and again after receiving an assured place and prior to arrival at college.

All applicants who have declared specific needs either before or on an interview day, will have an individual conversation on the interview day, with a member of the Admissions Office, and where appropriate the Director of Pastoral Care, regarding their programme of study to identify areas where they may require additional support. During this process, assessment will take place to ensure that the applicant’s expectations are fully discussed and analysed, and their needs understood.

After the statement has been taken the applicant will be informed either on or after the interview day as to what evidence needs to be provided. Upon receipt of the requested information, the relevant paperwork will be passed to the college’s Disability Officer who will make an initial assessment of likely allowances and other support. Depending on the nature of the support required, the Officer may consult with other members of staff who may be involved in providing support. Information about the likely support will be communicated to the applicant by the Admissions Office. Normally allowances and support are finalised at the start of the academic year after the Disability Officer has met with the new student and the support is signed off by the Acting Academic Dean. Depending on the support needs, this meeting between the applicant/new student and the Disability Officer may be brought forward.

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred first name: | Enter text | Surname: | Enter text |

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate option from the list below. If you do not have a disability, or do not want to give this information now, you should select ‘no disability’.

Select

Do you have any special requirements that we need to be aware of so that we can support you during an interview day (e.g. mobility difficulties)? Select

####  If yes, please give details:

|  |
| --- |
| Enter text |

Are there any health, learning difficulty or other issues for you and/or any immediate family you would like to discuss with us on the interview day, regardless of whether you have declared anything above? (This gives us an opportunity to discover and discuss with you any support needs you may have.)

Select

#### If yes, please give details:

|  |
| --- |
| Enter text |

## Section D: Criminal record self-declaration

We require all applicants to make a self-declaration relating to criminal convictions. If you wish to submit this declaration confidentially, please print out this completed page and post to Clare Osborne, Admissions Manager, Oak Hill College, Chase Side, London N14 4PS.

From the Oak Hill College Admissions Policy: We are committed to the fair treatment of students and potential students. We use the information declared on this form relating to criminal convictions to:

* ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults with whom students are in contact
* consider carefully an applicant’s suitability to study

This information will be held securely and in accordance with the Data Protection Act 2018.  For further information please refer to the Data Protection Policy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: | Enter text | First name: | Enter text | Surname: | Enter text |

Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record? This includes:

* spent convictions, cautions, and any matters currently under investigation
* any conviction, caution or investigation in relation to a criminal offence, including road traffic offences except where the matter has been dealt with by way of a 'fixed penalty notice' as such matters do not constitute a criminal conviction.

Select

If yes, please provide the relevant information in the following grids:

|  |  |  |
| --- | --- | --- |
| Date of offence | Offence | Conviction/Pending |
| MM - YY | Enter text | Enter text |
| MM - YY | Enter text | Enter text |

|  |  |
| --- | --- |
| Date of caution | Reason for caution |
| MM - YY | Enter text |
| MM - YY | Enter text |

Are there any other matters that may be relevant for your suitability to study at Oak Hill College?

Select

#### If yes, please give details:

|  |
| --- |
| Enter text |

### Please note

* If you selected yes, you will not be automatically excluded from the application process. However, the College will want to consider your application further and ask for more information before making a decision.
* If you are offered a place and then incur a criminal conviction or caution between application and the start of the academic year, you must inform the Admissions Office immediately.
* Applicants should be aware that a DBS check will be conducted for new programme students at the commencement of their studies.

### Declaration

* I declare that the information I have provided in relation to criminal convictions, prosecutions pending and cautions is accurate.
* I agree that further enquiries that are considered necessary may be undertaken, including a full Disclosure Barring Service Check.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s signature: | Enter name |  Date: | Select date |

*By typing your name on the line above, you are giving a digital signature.*

## Section E: Checklist and signature

### 1. Document checklist

Please see the guidance notes for details of documents you are required to submit and indicate with an ‘x’ those you are submitting with your application:

#### All applicants:

[ ]  Evidence of your right to study in the UK

[ ]  Photo ID (if you don’t provide your passport as right to study evidence)

#### Applicants as specified below:

[ ]  All undergraduate applicants: a copy of the certificate/test report for your English language qualification OR evidence of the basis on which you are claiming exemption

[ ]  Applicants for direct entry into Year 3 of the MTheol or for a postgraduate programme, whose first language is not English: a copy of your IELTS test report (or equivalent certificate) OR evidence of the basis on which you are claiming exemption from the English language requirement

[ ]  All applicants for RPL, for direct entry into Year 3 of the MTheol, or for a postgraduate programme: full details of your previous theological study, including a transcript and information about the content of each individual module

[ ]  Church of England Ordinands: your BAP report (if you have received a copy of it)

Please note that all interview candidates will be asked to bring originals of documentation to the interview day. The documents to bring will be specified in the invitation to interview.

#### All applicants:

If you are not in possession of one or more of the documents required, please explain what you are unable to submit, the reason why, and when you expect to be able to provide the document(s):

|  |
| --- |
| Enter text |

### 2. Signature

* I confirm that the information given on this application form is true, complete and accurate. No information requested or other material has been omitted.
* Your application will be held in accordance with the Data Protection Act 2018. It will be stored electronically and securely. For further information please refer to the Data Protection Policy.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s signature: | Enter name |  Date: | Select date |

*By typing your name on the line above, you are giving a digital signature.*