

RUSKIN COLLEGE, OXFORD CHEVENING SCHOLARSHIP PROGRAMME APPLICATION FORM

1. PERSONAL DETAILS

Name:

First names:

Family name:

Name you wish to be known by:

Address:

_____ email: _____

Fax: _____ Tel No: _____

Date of Birth: __/__/__

Age:

Country and Place of birth: _____

Nationality: _____

Male/female

2. WHICH COURSE AND SCHOLARSHIP ARE YOU APPLYING FOR?

[NB you may apply for one only; there are up to 5 one-year scholarships and up to 10 one-term scholarships available, depending on UK Trade Union sponsorship] (please tick box)

1. ONE-YEAR FULL TIME Certificate of Higher Education in International Labour & Trade Union Studies (level 1 and equivalent to entry to or first year of undergraduate degree)

2. ONE-YEAR FULL TIME Diploma of Higher Education in International Labour & Trade Union Studies (level 2 equivalent to second year of undergraduate degree)

3. ONE-TERM (April-July) full time Short Course: Comparative Labour Relations

3. HEALTH

Have you ever been seriously ill? If Yes, state Illness, duration and dates

Yes

No

Please ask your Doctor to complete **Form A** and return it to Ruskin direct.

4. DOCUMENTATION

Passport

Do you hold a valid current passport? Yes/No

Are there any restrictions on your passport? Yes/No

If YES please specify:

What is the date when your current passport expires/finishes?

Visas

Have you ever been refused a visa for another country? Yes/No

If YES, please give details:

Do you currently hold any valid visas? Yes/No

If YES please give details:

5. EMPLOYMENT

Current Occupation and Employer

Date when you started _____

State present salary _____

Previous Occupations (stating dates and reasons for leaving)

6. EDUCATION

a) Name and address of main school

Date Entered / /

Date Left / /

Subjects Studied

Certificates / Diplomas Awarded

b) UNIVERSITY / COLLEGE / POST-SCHOOL

Name and Address

Date Entered / /
Date Left / /

Subjects Studied

Certificates / Diplomas Awarded

Have you applied to Ruskin before? YES No
if YES please give date

Have you attended any Ruskin courses previously? YES No
if YES please give dates and course title.

7. FOREIGN TRAVEL

- a) Have you ever visited, lived, worked or studied in a foreign country before?
 Yes
 No

State country/countries, places visited, giving dates and duration of stay

8. ACTIVISM

Do you belong to any of the following organisations?

- Trade Union
- Co-operative Society
- Political Organisation
- Community, pressure or campaigning group
- Church or other similar group
- Other [please specify]

State in each case (use separate sheet if necessary)

a) Name and address of any organisation ticked above

b) _____
Name and address of current Secretary, Chairman or President

c) _____
What active part you play/ed

d) _____
If a Member, elected official or paid official give details

e) _____
How long have you served the Association or been a member?

e) State briefly the purpose and work of the Organisation

9. LANGUAGES

Which Language is your Mother Tongue?

What other languages do you speak and write ?

Did you learn English at school? _____

If so, at what age did you begin? _____

For how many years altogether have you studied or been studying English?

Do you have an English language qualification? **The requirement for the Scholarship is IELTS level 6 or equivalent.**

If so, please specify

- the accreditation body: _____
- level/grade: _____
- date awarded: _____

Please enclose a copy of your evidence/certificate.

10. INFORMATION TECHNOLOGY/COMPUTING (IT)

Please describe your level of IT skills by ticking the boxes below:

<i>IT applications; please specify programs used</i>	<i>Advanced level</i>	<i>Intermediate /middling</i>	<i>basic</i>	<i>none</i>
Word processing				
Spread sheets				
Data bases				
Other (please specify)				

11. PERSONAL STATEMENT

Using the 2 headings below, please write about why you want to study at Ruskin. You should write a minimum of 50 words in each section. Please continue on separate sheets if necessary.

a) Why do you want to come to Ruskin and how does doing so link with your current work/activities in the labour movement?

b) A condition of the Chevening scholarship is that scholars return to 'put something back' into their labour movement in their home country. What would *you* aim to achieve and how would you hope to do so?

REFERENCES AND TESTIMONIALS

Please ask three persons (using Form B enclosed) to write confidentially to Ruskin College on your behalf, regarding

- a. Your work/activism & contribution to the labour movement,
- b. Your education,
- c. Your character.

These should preferably be an official of any organisation to which you belong and are active, a present or past employer or other responsible person who knows you well; those who taught you, Please give contact details of each below:

Name	Address	Official Position
1 _____	_____	_____
_____	_____	_____
2 _____	_____	_____
_____	_____	_____
3 _____	_____	_____
_____	_____	_____

13. DECLARATION BY APPLICANT

I declare the information given here is correct and to the best of my knowledge includes no false statement.

Date __/__/__

Signed _____

Thank you.

Now please return to:

Liz Mathews
Administrator Chevening Scholarships
Stoke House
7 Stoke Place
Old Headington
Oxford
OX3 9BX
lmathews@ruskin.ac.uk
Tel: 00 44 1865 759608
Fax: 00 44 1865 751649

CONFIDENTIAL FORM A

MEDICAL CERTIFICATE

CHEVENING SCHOLARSHIP PROGRAMME

Re:

This is to certify that the above-named person is free from infections or contagious disease and in my opinion is fit to pursue a full time residential course at Ruskin College.

Signed _____

Address

EMAIL: _____

Telephone: _____

Fax: _____

Date __/__/__

Note the Doctor, by agreement with the prospective student, is invited to inform the College under confidential cover if there are any special circumstances which in the interests of the student or the College as a residential community, ought to be brought to notice.

Return to:

Liz Mathews
Administrator Chevening Scholarships
Stoke House
7 Stoke Place
Old Headington
Oxford
OX3 9BX
lmathews@ruskin.ac.uk
Tel: 00 44 1865 759608
Fax: 00 44 1865 751649

CONFIDENTIAL FORM B

CHEVENING SCHOLARSHIP PROGRAMME

Candidates Name: _____

Referee's Name: _____

Address:

The above named person has applied to the College for a Ruskin/Chevening Trade Union scholarship and given your name as a referee. Please write in confidence about her/him giving your opinion of:

- Their role and contribution to the labour/trade union movement and how they might use their scholarship at Ruskin to further this contribution.
- The candidate's suitability to undertake full time study in English

Please also provide information of your own position and knowledge of the candidate. We are grateful to you for undertaking this. Your comments will be treated in confidence.

Return to:
Liz Mathews
Administrator Chevening Scholarships
Stoke House
7 Stoke Place
Old Headington
Oxford
OX3 9BX
lmathews@ruskin.ac.uk
Tel: 00 44 1865 759608
Fax: 00 44 1865 751649

Data Protection

Ruskin College collects information about all our staff and students for various administrative, academic and health and safety reasons.

Because of the Data Protection Act 1998, we need your consent before we can do this. Since we cannot operate the College effectively without processing information about you, we need you to sign the following consent to process clause.

If you do not do so, we will be unable to offer you a course place and may withdraw any offer already made.

If you require any further information about this, please contact the Admissions Secretary.

I agree to Ruskin College processing personal data contained in this form, or other data which the College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.

Sensitive Data

I (name) _____

give my consent to Ruskin College recording and processing information about me in the following categories (please tick each box or cross out any category for which you **do not** give permission);

- (1) Race and ethnic origin
- (2) Membership of trade union
- (3) Physical or mental health or medical condition
- (4) Criminal records
- (5) Country of Birth and Nationality

The information will be used for the following purposes:

Purpose Information Category

- Checking suitability and fitness for course places (3, 4)
- Managing and maintaining a safe college environment (3)
- Managing duties and obligations under the Disability Discrimination Act (3)
- **Administering scholarship arrangements (2)**
- Monitoring college performance against targets (1)
- Assessing student support needs (3)
- Assessing grant eligibility (5)

I understand that this information will be used only for the purposes set out in the statement above and my consent is conditional upon Ruskin College complying with their obligations and duties under the Data Protection Act 1998.

Signed

Dated

Monitoring Information

Ruskin College is working towards equal opportunities. To help us monitor our policy you are asked to provide the information requested below. This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received and the information will not be taken into account when your application is considered.

Surname _____ Initials _____

Are you Male Female

Are you disabled? Yes No If yes, please specify _____

To which of these groups do you consider you belong? (tick one only)

Asian or Asian British - Bangladeshi

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British - Any other Asian Background

Black or Black British - African

Black or Black British - Caribbean

Black or Black British - Any other Black Background

Chinese

Mixed - White and Asian

Mixed - White and Black African

Mixed - White and Black Caribbean

Mixed - Any other Mixed Background

White - British

White - Irish

White - Any other White Background

Other (specify) _____