



JFC TRAINING COLLEGE

Address: 12-14 Wellington Street
Woolwich
LONDON SE18 6PE
Telephone: 020 7732 9255
Email: admissions@jfctrainingcollege.co.uk
Website: www.jfctrainingcollege.co.uk

INSTRUCTIONS

This application is to be completed and filed with the office of admissions. The following should accompany the application form:

- Reference Form (Provided)
- 2 Passport-sized photographs
- A non-refundable application fee of £20 made payable to JFC Training College or JFC

INTRODUCTORY INFORMATION

Name _____
Title First Name Middle Name Surname

Address _____

Telephone _____
Day Evening Mobile

Date of Birth _____ Nationality _____ Email _____

SCHOOL	MAJOR	DATES ATTENDED	DEGREE/AWARD

MINISTRY / EMPLOYMENT EXPERIENCE

Name of your present ministry or employer _____

Address _____ Telephone _____

Job Title / Position held _____ How long have you been in your present position? _____

Are you ordained or licensed? _____ When? _____

REFERENCE

The applicant is required to furnish a reference either from a ministry colleague, a denominational official, a pastor, a teacher, personal friend or employer. No reference will be accepted from a family member or relative. Please indicate below the name, address and phone number of the individual to whom you give the reference form.

Name in full _____

Address _____ Telephone _____

DECLARATIONS AND AUTHORISATION

Your Declaration

The information I have given on this form, which I agree may be passed to any company JFC Training College Limited are or become associated with, is correct, and such information will be used as the basis of deciding whether or not to offer me an admission to JFC Training College.

Where we talk about JFC in this application, we mean JFC Training College.

I understand:

- any offer of admission to JFC Training College will only be made to me by JFC Training College, and any oral or written representations made prior to such offer will not be binding or form part of any admission granted by JFC Training College. I understand until I have been granted a formal admission, I am not authorised to attend JFC Training College.
- JFC Training College may perform a Standard Disclosure check with the Disclosure and Barring Service as part of their approval of this application, against my personal details as provided.
- if there is any material or relevant change in my circumstances from the date of this application, I shall notify JFC Training College as soon as I become aware of it.
- by signing this application form I agree to the information I have provided being processed in the manner set out in the Data Protection Guidance set out below and I confirm:
- I am eligible to study in the UK.
- I will enter into an agreed repayment schedule or full and final settlement with any financial services company, to repay any related financial services debt.

I give my permission to JFC Training College to contact my past and present college(s), referee and employer(s), Department for Work & Pensions or any other relevant party regarding information which it may require in respect of this application, and I authorise that source to release the information.

Applicant's Name _____

Applicant's Signature _____ Date _____

Data Protection

All of the information supplied by you and any third parties in connection with this application will be held by JFC Training College as Data Controller under the Data Protection Act 1998 and the General Data Protection Regulations.

The information you provide will be processed by JFC Training College for the purpose of assessing your suitability to study at JFC Training College. This may include undertaking verification and identification in accordance with our regulatory requirements to verify your fitness and propriety.

Should you change your mind before your application is complete we will retain your personal information for six months to enable us to deal with any regulatory and commercial actions such as de-registration with service providers, to deal with any associated queries or, where relevant, if you re-apply. Please note, we have different retention policies where your application is declined by JFC Training College and for when you join us and then leave; please contact us if you require this information.

We may share relevant personal information with other companies JFC Training College are, or become associated with and agents acting on behalf of JFC Training College to comply with our regulatory obligations, the regulator and for ongoing administration, management information and for marketing products or services we think may be of interest to you (unless you ask us not to use your details for this). We will only share information with companies who comply with the General Data Protection Regulations and never outside the European Economic Association (EEA).

Where we talk about JFC in this application, we mean JFC Training College Limited.

Criminal convictions

We may ask for these details from you in order that we may comply with our regulatory obligations and all information supplied within the application form will be used as described above.

In addition to this, JFC Training College may use your personal details to perform a Standard Disclosure check with the Disclosure and Barring Service. The return would be sent directly to you and the onus is then yours to grant a copy to JFC Training College for our vetting and application requirements. Information obtained via a Disclosure and Barring Service will be stored separately to any other of your personal information and only for a maximum of six months before being destroyed securely. By submitting this application to us you give your consent for us to apply for this on your behalf and the processing of your sensitive data in this way.

How to get more information

If you would like any further information on your rights under the General Data Protection Regulations or further details on how we use your information please write to:

The Data Protection Officer
JFC Training College
12-14 Wellington Street
Woolwich
LONDON SE18 6PE.

If you have any complaints about the way we have handled your personal information, please contact the Data Protection Officer at the address above. You also have the right to refer your complaint to the Information Commissioner.

Marketing Consent

Declaration

I have read and understood the provisions set out above and hereby give my permission for my personal details to be used for the purpose of marketing products and services that may be of interest to me. I understand I can withdraw my permission at any time by writing to JFC Training College's Data Protection Office at the above address.

Please do not sign below if you do not give marketing consent

Name _____

Signature _____ Date _____

For Office Use Only

Outstanding Documents / Payments _____

Recommended or Not? _____ Checked by _____ Date _____