



The  
University  
Of  
Sheffield.

# Diploma In Dental Hygiene And Dental Therapy.

How To Apply For Entry In April 2011.

School Of Clinical Dentistry.

# APPLICATION FORM: PAGE 1

PLEASE COMPLETE IN BLOCK CAPITALS

## 1. PERSONAL DETAILS

Please provide ALL personal details as required.

### Previous surname

If you have changed your name since your 16<sup>th</sup> birthday, please give your previous surname. This will help us check your educational records. You will be asked to provide evidence of this if you are invited for interview.

### Nationality

Please give your nationality (as written on your passport, if you have one). If you have dual nationality, you can give both.

### Ethnic origin

Please give the code from the table below, which most closely describes your ethnic origin.

ETHNIC CODES			
<b>White</b>		<b>Asian or Asian British</b>	
British	11	Indian	31
Irish	12	Pakistani	32
White Scottish	13	Bangladeshi	33
Irish Traveller	14	Chinese	34
Other white background	19	Other Asian background	39
<b>Black or Black British</b>		<b>Mixed</b>	
Caribbean	21	White and Black Caribbean	41
African	22	White and Black African	42
Other black background	29	White and Asian	43
		Other mixed background	49
		Other ethnic background	60

### Disability or special needs

Sheffield School of Clinical Dentistry welcomes students with disabilities, and will try to meet your needs wherever it can. The information you provide on the application form will help us do this. We will also use this to monitor progress in equal opportunities in higher education.

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate code from the list on page 2 and enter it in the box on the form. If you do not have a disability, special need or a medical condition, use code 0.

To help us to prepare for you, please use the support section on page 1 of the application form to say if you will need any facilities or support as a result of your disability or special needs. This might include adapted accommodation, extra equipment, readers or interpreters, or extra time to complete exams. We recommend that you contact us to discuss your needs before you apply. You could also attend an Open Day to make sure you are happy with our facilities. We may ask you for more details to help plan for you. All such information will be kept confidential.

DISABILITY, SPECIAL NEEDS OR MEDICAL CONDITION CODES	
None	0
You have a specific learning difficulty (for example dyslexia)	1
You are blind or partially sighted	2
You are deaf or hard of hearing	3
You use a wheelchair or have mobility difficulties	4
You have Autistic Spectrum Disorder or Asperger Syndrome	5
You have mental health difficulties	6
You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition	7
You have two or more of the above	8
You have a disability, special need or medical condition that is not listed above	9

### Number of years lived in the UK

In order to be eligible for the funding for this course, candidates must have been a resident of the United Kingdom for the past three consecutive years.

## 2. CRIMINAL CONVICTIONS

You must enter X in the 'Yes' box if you have a conviction.

Entry to the Diploma in Dental Hygiene and Dental Therapy course is subject to the Rehabilitation of Offenders Act (1974) Section 4(2) (Exemption) Order 1975 and DHSS Circular HC (88)9 guidelines regarding child protection and police checks.

If you have not been convicted of a criminal offence, you must enter X in the 'No' box. If you enter X in the 'Yes' box, we may ask you to send us more details.

If you wish to apply for the Diploma in Dental Hygiene and Dental Therapy course you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. You should also note that any offer made is subject to receipt of a satisfactory Criminal Records Bureau check. Details regarding the procedure for obtaining a CRB check will be given to you at the appropriate time.

If you require more information about criminal convictions you can seek advice from your local Citizens' Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

If you do not enter X in either the 'Yes' or the 'No' box, we will not process your form.

If you are convicted of a criminal offence after you have applied, you must inform us.

## 3. DETAILS OF EMPLOYMENT TO DATE

Enter the details of your employment in date order starting with the most recent. If you need more space to complete this please attach a separate sheet.

#### 4. SECONDARY, FURTHER AND HIGHER EDUCATION

Give the names and brief addresses of the three most recent secondary schools, colleges and universities you have attended, including your current one if applicable. List the most recent one first. You must give this information, even if you withdrew from your course. Please state whether your study was part time (PT) or full time (FT).

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#### 5. EDUCATION, TRAINING AND QUALIFICATIONS

It is important that all the details in sections 5A and 5B are entered correctly. You will be required to show evidence of all results if you are invited for interview.

If you do not fill in sections 5A and 5B correctly, for example, by including in section 5A qualifications which have not been certificated or where certification has been declined, there will be problems when we carry out our assessment. **There is also the risk that application forms which contain qualifications that cannot be confirmed against awarding body results, may be considered fraudulent and cancelled.**

Please read these instructions carefully and use the examples given if necessary. Use two lines or more for one qualification if the title will not fit in the space provided. If you have extra information about your qualifications that will not fit in here, please attach it to your application form.

If you have international qualifications you are encouraged to submit a certificate of comparability from UK NARIC with your application form. Applicants whose first language is not English are required to take a language test (e.g. IELTS 7.0 with 6.5 in each component).

You should list all your qualifications that you are studying for now and all those for which you are awaiting results in section 5B. **It is your responsibility to inform the programme when you have successfully completed these qualifications and of the grades you achieved.**

##### Examination and assessment centre numbers and names

You can get this from your school, college or exam centre. Your certificates also have these details. If your exams are at more than one centre, please include them all.

##### Results of examinations or awards

You should list all your qualifications that have been certificated by the awarding body and for which you have accepted certification. You must include all qualifications that have been certificated even if you are planning to retake all or part of the qualification.

##### Advice to help you complete sections 5A and 5B

1. List all qualifications in date order, putting the qualifications you have already achieved in section 5A and those currently awaiting results in section 5B. It is important that you write the date of certification. This may be different from the date you receive your results. If you are not sure you should ask your school or college.
2. Enter the abbreviation for the awarding body (for example, OCR, SQA).

3. If you have taken a course which contains several units/components please give the correct full title of the course first, followed by each unit and individual grade/result.

See example below:

<b>5a. QUALIFICATIONS COMPLETED OR CERTIFICATED (Examinations or assessments (including key/core skills) for which results are known, including those failed. Please include transcripts for foreign qualifications.)</b>											
<b>Examination/Assessment Centre Number(s) and Name(s)</b>					Newfield School, 62529 Sheffield College, 16713						
Date of results of Examinations or Awards			Subject/Unit/Module/Component	Level/Qual	Result Grade/Mark/Band	Date of results of Examinations or Awards			Subject/Unit/Module/Component	Level/Qual	Result Grade/Mark/Band
Month	Year	Awarding Body				Month	Year	Awarding Body			
02	03	AQA	English Language	GCSE	C						
02	03	AQA	English Literature	GCSE	B						
02	03	AQA	French	GCSE	B						
02	03	AQA	Geography	GCSE	B						
02	03	AQA	History	GCSE	C						
02	03	EBEXCEL	Maths	GCSE	B						
02	03	EBEXCEL	Science	GCSE	A						
11	06	NEBDN	Dental Nursing		PASS						
06	02	OCN	Access to Science:		PASS						
			Cell Biology	3	6						
			Human anatomy	3	6						
			Organic Chemistry	3	6						
			Health Studies	3	6						
					etc...						

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### 6. PERSONAL STATEMENT

A good personal statement is very important. This is your chance to tell us why you are applying and why we would want you as a student. The Admissions Tutor wants to know why you are interested in our course. It could help to persuade them to offer you an interview.

You do not have to use all of the space provided, but you must not continue on extra pages. Your statement must be handwritten, clear and legible. It is up to you how you write your statement but we suggest you include some or all of the following points:

- Why you have chosen the course.
- What interests you about dental hygiene and dental therapy.
- Particular interests you have in your current studies.
- Any job, work experience, placement or voluntary work you have done which is relevant to the course. (Candidates are strongly advised to spend some time observing dental care professionals to ensure they have a good understanding of the profession).
- Details of non-accredited key (core) skills you have gained through activities such as Young Enterprise or Duke of Edinburgh's Award.
- Your future plans.
- Any subjects you are studying that do not have an exam.
- Your social, sports or leisure interests.

## 7. DECLARATION

Please read the declaration on the application form carefully. You must sign it or we cannot process your application. When you sign the form, you agree to follow these conditions:

- a. You have the right to cancel your application. You can do this by writing to us.
- b. If we believe that you or your referee has left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- c. We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.
- d. We try to process applications and decisions efficiently and accurately.
- e. If you accept an offer of a place from us, you must accept the terms and conditions that we send you with the offer of a place. You must read these terms and conditions carefully.
- f. Your application is a contract between you and us. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

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## 8. REFERENCE

When you have completed the application form and signed the declaration, give the form to the person who will write a reference for you. **When the reference is complete, the form should be put into an envelope and the referee should sign across the seal.**

The completed application form should be returned to:

Programme Administrator  
Dental Hygiene and Dental Therapy Office  
School of Clinical Dentistry  
University of Sheffield  
Claremont Crescent  
Sheffield  
S10 2TA

Please note post is priced according to size and weight. Please ensure you pay the correct postage when you return your completed application form. If you wish to receive confirmation of receipt of your application form please include a stamped addressed envelope.

The Programme Administrator must have received all completed application forms by **Friday 24 September 2010**. If your application form is received after this date, the School of Clinical Dentistry cannot guarantee that your application will be processed.