|  |
| --- |
| **Part 1: You and Your Contact Details** |
| First Name:  | Surname:  |
| Pronouns: *(she/her, they/them, he/him, etc.)* | Gender: |
| Ethnicity:  |
| Current Address:  | Date of Birth: |
| Mobile phone:  |
| Post Code: | Home phone:  |
| Email Address:  |
| How would you prefer us to contact you? Please tick **all** acceptable means of contact. You can pick more than one:  |
| Post [ ]  | Text [ ]  | Telephone [ ]  | Email [ ]  |
| **Email** is our main form of communication with Converge students. **Please check your inbox and junk mail for communications from us.** If you do not have an email address, the Converge office will text, call or post information depending on your preference |
| Are you from, or applying through, Converge at Northumbria (Newcastle)?  | YES [ ]  | NO [ ]  |
| Have you heard about Converge through Foss Park Hospital?  | YES [ ]  | NO [ ]  |
| **Part 2: Your Emergency Contact Details**. This person must be aged 18+ and *know* they are your emergency contact. This does not need to be a family member. It can be a friend, neighbour, or your GP for example.  |
| Full name:  | Relationship to you:  |
| Home phone:  | Mobile phone:  |
| **Part 3: Criminal Convictions** |
| You must disclose details of any **unspent criminal convictions**. If you are accepted on a course, failure to disclose convictions may result in you being withdrawn from the course. Having an unspent criminal conviction doesn’t necessarily mean you will not be allowed to attend Converge courses, but we may require an additional risk assessment.  |
| Do you have any **unspent** criminal convictions? | YES [ ]  | NO [ ]  |
| **Part 4: Your Mental Health Support**  |
| If you are currently receiving support for your mental health, we ask for a contact person just in case we have any urgent concerns while you are attending our courses. **We will always ask for your consent to contact this person, unless we feel there is an immediate risk to yourself or others.** |
| Are you currently receiving support for your mental health? | YES [ ]  | NO [ ]  |
| If **YES**, please tell us the name and location of mental health team providing your support:  |
| ***Please let us know the following information if you have it available:***  |
| Full name of mental health support person:  |
| Their relationship to you: *E.g., CPN, OT, Support Worker…*  |
| Contact number:  |
| Email address:  |
| Do you agree to us passing information about your attendance at courses to your mental health support worker should they ask for this?  | YES [ ]  | NO [ ]  |
| Are you currently on a waiting list to receive mental health support? | YES [ ]  | NO [ ]  |
| **Please use this box to tell us any useful information about your mental health, or to tell us about past mental health support you have received:**   |
| **Part 5: Your Health and Safety** |
| So that we can best help you while you are attending Converge courses, please let us know if any of the following apply to you by **ticking the relevant boxes:**  |
| Mobility issues  | [ ]  | Please indicate what aid(s) you use to help with your mobility, if any: |
| Hard of Hearing | [ ]  | Please let us know if you need additional support, e.g., closed captions on Zoom calls: |
| Partially Sighted  | [ ]  | Please let us know if you need printed information to be in a particular font and size:  |
| Dyslexia | [ ]  | Please let us know if you need printed information on a different colour of paper, or in a specific font/font size:  |

|  |
| --- |
| **Part 5 Continued: Your Health and Safety** |
| Please use this space to provide us with details of any other **medical conditions or physical disabilities** that we may need to inform your tutors about. Other medical conditions may include: Epilepsy, asthma, diabetes, brain injury, etc.  |
| A **Personal Emergency Evacuation Plan (PEEP)** is document that outlines how a person will safely evacuate a building in an emergency, if additional assistance is needed (e.g., for a disability). Please answer the below questions to let us know if a PEEP should be offered: |
| Can you hear a standard fire alarm?  | YES [ ]  | NO [ ]  | If **NO**, we will offer to complete a Personal Emergency Evacuation Plan (PEEP) |
| Do you need assistance to get out of a building in an emergency? | YES [ ]  | NO [ ]  | If **YES**, we will offer to complete a Personal Emergency Evacuation Plan (PEEP) |
| Do you have any **additional needs, learning disabilities** or **neurodivergent conditions** which may affect your participation in Converge courses?  | YES [ ]  | NO [ ]  |
| If **YES**, please provide us with further information here:  |
| **Part 6: Blue Badge Holders** |
| Parking is only available on campus for blue badge holders who have registered their car with the campus estates team. If your car has not been registered and you park on campus, you will receive a fine *even* if you have a blue badge.  |
| Are you a blue badge holder?  | YES [ ]  | NO [ ]  |
| If **YES**, please let us know your:  |
| Car registration Number: | Colour of Car: | Make of Car: |
| **IMPORTANT:** If you are a blue badge holder, but do not own a car and will be dropped off on campus by a family member who is using your blue badge, please get in touch with the Converge office to discuss further. Your family member will receive a fine if they are parked on campus for longer than 20 minutes without being registered.  |

|  |
| --- |
| **Part 7: Support in Classes** |
| Converge offers support to Converge students who may need a bit of extra help to participate in classes. This can range from a friendly face to help you settle in and offer reassurance, to more formal support from our team of Learning and Access Workers. You are also welcome to bring your own support person with you (such as a Support Worker, a CPN, an OT, etc). However, they will be expected to actively participate in the classes.  |
| **Would you like to request support in classes?** | YES [ ]  | NO [ ]  |
| If YES, please briefly detail the support you would like:  |
| **Will you be attending with your own support person?** | YES [ ]  | NO [ ]  |
| If YES, please let us know their name and relationship to you: |
| **Part 8: Photography Permission**  |
| **Please read the below statement carefully:** Occasionally, photos, video or audio may be taken in courses or at events, and used on social media, online, in our prospectus, and on any other internal and external promotional materials. In courses, you will be asked for verbal permission before any photos, video and audio are taken, as well as providing written consent on your application form. At events, you will be informed if there is a photographer/videographer present, and advised to speak to a member of staff if you do not wish for your photo to be taken. **Please tick YES or NO as appropriate:**  |
| I am happy for photos, video and audio to be taken of me and used within internal and external promotional materials, as outlined in the statement above. | YES [ ]  | NO [ ]  |
| **Part 9: Where did you first hear about Converge?**  |
| Please use this space below to let us know where you first heard about us.  |

|  |
| --- |
| **Part 10: Course(s) you are applying to be considered for in autumn term 2025:**  |
| Converge teaching methods for autumn term 2025: **Converge Connected:** * Online and postal courses.
* **Please read the course information carefully, as not all Converge Connected courses offer a postal version.** Where a course offers *both* options, please indicate in the boxes below whether you would prefer to complete the online or postal version of the course.

**Converge On-Campus Courses** * Face-to-face courses taking place at York St John University.
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preference** | **Course Title** | **Converge On-Campus** | **Converge Connected: Online**  | **Converge Connected: Postal** |
| **1** |  | [ ]  | [ ]  | [ ]  |
| **2** |  | [ ]  | [ ]  | [ ]  |
| **3** |  | [ ]  | [ ]  | [ ]  |
| **4** |  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| **Part 11: Declarations and Signature**  |
| Please read the **IMPORTANT!** information detailed on page 7 of this document and once you have done this, indicate below to confirm that you give permission for Converge to hold your details on record.**DO NOT LEAVE THIS SECTION BLANK OR INCOMPLETE.** We must have express consent from you to hold your details. If permission is **not** given, we will be unable to contact you about any of our courses or activities that you have applied for.  |
| I give permission for Converge to hold my details on record and understand that I can ask for these details to be removed at any time.***Please tick the box. Do not leave this blank.***  | [ ]  |
| *I confirm that the information provided on this form is true, complete, and accurate.* |
| **Applicant signature** (or type your name): | **Date:**  |
| *I confirm that I have read and understood the* ***CONVERGE SOCIAL MEDIA & ONLINE LEARNING POLICY*** *information (part of this application form) and agree to conform to the policies detailed* |
| **Applicant signature** (or type your name): | **Date:** |

**OFFICE USE ONLY**

**Other relevant notes:**

**PLEASE TAKE THE NEXT 3 PAGES *OFF* YOUR APPLICATION FORM AND KEEP THEM FOR YOUR OWN RECORDS.**

**IMPORTANT!**

Converge is part of York St John University. York St John University is the data controller. We hold your personal data in accordance with the General Data Protection Regulation (**GDPR**). We process your personal data on the basis of public interest and there is more information on this and what to do if you have concerns about the way in which we’re using your personal data in our Privacy Notice detailed in the current Converge prospectus (please contact us if you don’t have one of these). Under the current General Data Protection Regulations, we need to have your express permission to hold your details on our systems. Please indicate in the box on page 5 that you consent to this. **Don’t forget that you can ask for your data to be removed from our records at any time, by phoning the mobile (07764 337 116), by email to** **converge@yorksj.ac.uk** **or by post to Converge, York St John University, Lord Mayor’s Walk, York YO31 7EX.**

Confidentiality and Data Protection Statement:

We take data protection very seriously. All personal information gathered and held by Converge/York St John University relating to its students is treated with the care and confidentiality required by the General Data Protection Regulation which came into force on 25th May 2018. We use personal data to help us meet your support needs, to help us to monitor and administrate Converge courses and your attendance on them and will only share this information, with your permission, with Tees, Esk & Wear Valley NHS Foundation Trust, with the person supporting you in the circumstances set out in Part 3 of this form and/or with services relevant to your recovery journey, **except in case of emergency if we feel there is an imminent risk to yourself and/or others, when we may share information without prior permission from yourself**.

**What happens next?**

* Once you have completed this form, please double check that you have completed all relevant sections and that all the information you have entered is correct.
* Completed forms can be submitted as an email attachment to converge@yorksj.ac.uk, OR by post to: Converge Office HG219, York St John University, Lord Mayor’s Walk, York YO31 7EX
* We will inform you about your course places at least one week before the course is due to start. We receive around 160 application forms each term so please do not be alarmed if you don’t hear from us straight away; it just takes us a little while to process all forms.
* If you have notified us of support needs, we will contact you to discuss them. We will also been in touch if you have requested a Personal Emergency Evacuation Plan (PEEP).

**If you have any questions about the form, please contact us on 07764 337 116 (Holly) or 07779 544 874 (Kate) or by using the email address detailed above.**

*Please turn over to read our social media and online learning policy.*

**CONVERGE SOCIAL MEDIA & ONLINE LEARNING POLICY**

This policy outlines the acceptable use and expected behaviour from all Converge students, volunteers, tutors, and staff when engaging in communications via social media and online learning platforms. This is to ensure the online safety of all Converge Students, YSJ Volunteers, tutors and staff members.

With the increasing use of social media and online learning platforms, it is important to avoid any problems with comments or statements which may be insulting or offensive to Converge Students, YSJ Student Volunteers, tutors, and staff members, or that reflect badly on Converge as a whole. Netiquette refers to the generally accepted rules of behaviour for communicating in the online environment.

**Converge Social Media Accounts:**

We invite all students, volunteers, tutors and staff to take an active role in the content produced on our Facebook, Twitter, and Instagram pages. If you wish to post some work that has resulted from or is inspired by our courses or anything related to topics posted on our social media pages, please email it to Holly Sloan for approval and posting. Email converge@yorksj.ac.uk.

**Responding to posts on Facebook, Twitter, Instagram, YouTube or Online Courses:**

**Be careful with what you are posting.** Please be aware of who could be reading your post. Is this post for a small group of friends or for everyone to see?

**Stay on-topic.** When responding to a post keep it relevant. Messages should be reasonably concise, timely and should not constitute spamming of the platform, for example sharing of wider campaigns and jokes/memes or inviting (or pressuring) further action unrelated to the post and course content.

**Be careful when using sarcasm and humour.** Electronic communications are very impersonal, and others may take your words as criticism. Emoticons are a widely accepted way of differentiating humour and sarcasm from serious comments. Consider whether to share wider memes/jokes/GIFs which others might feel uncomfortable with. This applies also to the chat and screen share functions on Zoom.

**Be courteous and respectful of other people.** Comments should not be malicious or offensive in nature, must not include swearing, hate-speech or obscenity, nor constitute a personal attack on a person’s character, nor incite hatred on the basis of race, religion, gender, nationality or sexuality or any other personal characteristic, nor attack organisations we work with.

**Know who can read your open comments**. This may be far wider than your close “friends” or “follower” groups.

**Protect yourself and others’ right to privacy.** Do not reveal personal details, such as private addresses, phone numbers, email addresses or other online contact details on our social media pages or online classrooms.

**Before posting a reply/comment, consider whether it conveys what you want to say correctly and appropriately.** Is this message something that you would want to be sent to you? Would you understand it in three days if you were to go back and read it?

**Only take and share photos with permission.** Photographs can be posted and viewed by millions of people across the globe with virtually no restriction, so we need to be sensitive to photos of our students, volunteers, tutors, and staff members. Only take photos of people if you have their permission to do so. Only post photos on social media platforms such as Facebook, Instagram or Twitter if you have permission from all those in the photo to do so. Permission forms will need to be completed before they are posted onto social media sites.

**Zoom Sessions:**

All Zoom sessions are live and the same expectations apply as if you were in a classroom on campus.

**During courses,** **mobile telephones and other electronic devices should be set to silent.** If you have an urgent phone call that cannot wait, please tell the leader of the class and turn off your microphone and camera when the call arrives, so that it does not disrupt the course.

**Arrive to sessions on time.** If you know you are going to be late in advance, please let the Converge office team know by emailing converge@yorksj.ac.uk stating the reason for lateness and an estimate of how late you will be so that the tutor is aware.

**Recordings of sessions.** Please be aware that some Zoom sessions may be recorded (providing all involved in the session agree beforehand) so that students can revise or catch up with any coursework. You will be given notice and asked for your permission in advance of recorded sessions, and if you say no the recording will not go ahead – this is your choice.

**Dress appropriately.** If you are in a performance course such as theatre or creative movement, or an art course that involves media such as paint, please wear appropriate clothing.

**Surroundings.** Please be aware that students and tutors will not only see you, but your surroundings also. However, you can turn off video if you prefer. Please ensure you have access to a drink, especially for performing arts sessions that involve a lot of movement. Avoid eating a meal or having an alcoholic drink during the session unless it is a social event rather than a class.

**Behaviour.** If you are in a breakout room and you are feeling uncomfortable with the behaviour of another student in the group then privately message the class leader via Zoom chat and/or leave the breakout room and go back to the main room and talk to the leader of the class. If you are uncomfortable with messaging or talking to the class leader, then you can leave the session entirely if you’d prefer and contact the Converge office team after the session either on their mobile or via converge@yorksj.ac.uk

**Social Media Groups:**

Converge students may wish to start an informal group with fellow students. Please be aware this activity is beyond the remit of Converge to support. Staff members and YSJ Student Volunteers cannot be invited to these groups or accept friend requests on Facebook following Converge policies. We encourage you instead to engage with our Converge Facebook page.

**Moderation:**

A warning will be given to anyone who is found not to be following the Social Media Policy which may result in temporary or permanent removal/blocking of an individual from the platform in question.