

Diploma – Production Accounting for Film & Television

 Application Form for the course commencing in January 2019

|  |
| --- |
| Guidance Notes – please read before completing the application formCompleting the application form* Complete the form using Microsoft Word. Please maintain the prepared formatting throughout the form. Do not change the pagination by writing excessively long answers. Each answer should be maximum 250 words. The original answer box size indicates the expected length of an answer. Do not expand the answer box so that it moves onto the next page. The Selection Panel will appreciate it if you are concise.
* Answer all questions. The completion of the Equal Opportunities Form (page 10 and 11) is optional.

Submitting your application* When you have completed your form ready for submitting to Registry, save a *final submission copy* of it and delete these notes (pages 1 and 2) before sending.
* Send the form via email to registry@nfts.co.uk by the relevant deadline as detailed on the website <http://nfts.co.uk/sign-me-up/deadlines>
* Send the supporting materials to arrive by the same deadline. Your application will not be processed if it is incomplete, inaccurate or late.

**Submitting your supporting material** * In addition to the Application Form, you are also required to submit the relevant supporting materials, as detailed on the Material Sheet (page 8).
* Any written supporting materials can be submitted either as Word documents or pdf files via email to registry@nfts.co.uk
* Do not send any additional material that is not listed as required on the material sheet.

Submitting references* You need to provide contact details of two referees in the application form. You will be instructed to contact the referees and request for the reference letters to be sent to Registry **only if you are invited for an interview (this may be in person or by phone).**
* We would like to receive one academic and one professional / character reference. If you are unable to provide an academic reference, we will accept two professional / character references. Your referees should be able to comment, from a professional or an academic perspective, on the appropriateness of the course for you. You should select them carefully.
* If your referees are unable to provide the references, please contact someone else and email registry so we can update our records.
* We will accept signed pdf copies via email to registry@nfts.co.uk or hard copies can be posted to our address https://nfts.co.uk/contact-us

**Disability and Learning Difference**The NFTS is committed to supporting students with disabilities and learning differences. You are invited to advise the NFTS of any learning difference or disability that may apply to you. This is important in order for us to be able to support you and your studies if you become an NFTS student. You may wish to make your situation known to the Selection Panel by mentioning it in this application on page one. Alternatively, you may wish to indicate this in the Equal Opportunities Form on pages 10 and 11. The Equal Opportunities Form is later separated from your application and the information supplied is kept anonymous and confidential until you advise us to whom we may disclose it. |

Diploma – Production Accounting for Film & Television

reference number

 Application Form for the course commencing in January 2019

Private and confidential

|  |  |
| --- | --- |
| **First Name(s)** |  |
| **Last Name** (Family name) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** (DD - MM - YYYY) |  |  |  |
| **Gender** |  |
| **Nationality** |  |
| **Dual Nationality**  |  |

|  |  |
| --- | --- |
| **email** |  |
| **mobile** |  |
| **home phone** |  |

|  |  |
| --- | --- |
| **address** |  |
|  |  |
| **town/city** |  |
| **postcode** |  |
| **country** |  |
| **UK region** |  |

|  |
| --- |
| **Languages**  |
| Is English your first language? |  |
| Do you speak any other languages? If yes, please state: |  |

|  |
| --- |
| **Learning differences or disabilities** - see notes on page 2Applications from students with learning differences or disabilities are welcomed by the NFTS. UK students may be entitled to receive support for their studies. You may disclose such a disability to the Selection Panel if you wish. Alternatively, you may prefer to disclose the information anonymously in the questionnaire on page eight. This information will not prejudice your application. |
| Description of a learning difference or disability you wish to disclose to Panel |  |

|  |  |
| --- | --- |
| How did you learn about this NFTS Scotland course? |  |
| Have you applied to the NFTS or NFTS Scotland before? If yes, please state when. |  |
| Have you attended any of our Open Days? |  |

|  |
| --- |
| **Education - age eighteen and over**  |
| Name of University/College and dates | Qualification BA, MA etc.,Subject/Title of Degree or Course |
|  |  |

|  |
| --- |
| **Experience in the Media**  |
| Name of organisation/company and dates | Details of your role, specify professional or volunteer |
|  |  |

|  |
| --- |
| **Other work experience** |
| Name of employer and dates | Details of your role, specify professional or volunteer |
|  |  |

|  |
| --- |
| 1. Why are you applying to this course and what would you hope to achieve at the end of it? (250 words max) |
|  |

|  |
| --- |
| 2. Describe why you feel your background, experience and aptitude make you a suitable candidate for your chosen specialisation. (250 words max) |
|  |

|  |
| --- |
| 3. Describe your understanding of the role of Production Accounting Team within the collaborative process of a production. (250 words max) |
|  |

|  |
| --- |
| 4. What type of productions do you intend to concentrate on in your future career? Please give genre, and state examples and/or influences. (250 words max) |
|  |

|  |
| --- |
| 5. Relevant Training – list here any certified or technical skills (i.e. software programmes) that you have gained and which you consider to be relevant to your specialisation (150 words max) |
|  |

|  |
| --- |
| 6. Tell us about any other interests including your leisure activities (150 words max) |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. criminal convictions? **Have you at any time been convicted by a court of a relevant unspent criminal offence?** | **YES** |  | **NO** |  |
| 8. Are you subject to any current or outstanding disciplinary procedures or legal action?  | **YES** |  | **NO** |  |

|  |
| --- |
| **Referees**  |
| **Name:** **Company:****Position:** **Phone:** **Email:**  | **Name:** **Company:****Position:** **Phone:** **Email:** |

Supporting Materials Sheet

Diploma – Production Accounting for Film & Television

|  |  |
| --- | --- |
| Name of applicant |  |
| Email address |  |

Your application must be accompanied by the following supporting materials as detailed in the tables below.

Any written supporting materials can be submitted as Word documents or pdf files via email to registry@nfts.co.uk

Do not send any additional material that is not listed as required on the material sheet.

|  |
| --- |
| 1. Please tell us about the likely challenges of working as the Production Accountant on a low budget British Feature Film

(no more than two sides of A4) |

|  |
| --- |
| Declaration**Your submission of this form to the NFTS will constitute your confirmation of the following declaration:**I certify that the information given in this form and the accompanying material is complete and accurate to the best of my knowledge. I understand that any misrepresentation will render this application null and void.I agree to be available, if requested, for **interview** at the School (which in the case of NFTS Scotland will be in Glasgow or by phone). I confirm that, if admitted to the School, I will conform to the School Regulations.I agree that the NFTS may, for administrative purposes only, make copies of any material submitted in support of my application.I accept all NFTS regulations about the selection procedure including the right of the NFTS to reject applications at any stage without giving specific reasons and I understand that any decision of the NFTS to reject an application is final.Where required by applicable law, I agree to the National Film and Television School processing my personal data as part of the admissions, registration, funding and learning support processes and agree that this information will be retained by the National Film and Television School and shared with relevant third parties (such as exam boards and higher education governing bodies) during and following my studies for administering my progress and for the provision of statistical returns.**Criminal Convictions**I declare that a conviction will not prevent me from being considered for the course. **Name:****Date:** |

Confidential Equal Opportunities Form

The National Film and Television School seeks to recruit students on the basis of their talent and general suitability for their chosen specialisation. It aims to exclude from this recruitment and selection process any consideration of ethnic or national origin, age, gender, sexual orientation, marital status, disability, and religious or political beliefs unless you expressly wish to disclose such information to a Selection Panel.

The School would like your help to successfully monitor the effectiveness of this policy by providing the information requested below. This information is confidential, anonymous and will be kept separate from your application form. It will be used for statistical purposes only unless you specifically choose in it to disclose disability information to a Selection Panel.

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| No  |  |
| Yes (please specify) |  |

Please note that students with learning differences or disabilities are welcomed by the NFTS and that specialised support is available to enhance your learning experience. Please indicate on page one if you prefer to make your situation known to a Selection or Interview Panel otherwise this information will be kept confidential and not disclosed.

**Ethnic Origin** (please check **✓** the box that best describes your ethnic origin):

|  |  |
| --- | --- |
| Arab |  |
| Asian or Asian British Bangladeshi |  |
| Asian or Asian British Indian |  |
| Asian or Asian British Pakistani |  |
| Black or Black British African |  |
| Black or Black British Caribbean |  |
| Chinese |  |
| Gypsy or Traveller |  |
| Mixed - White & Asian |  |
| Mixed - White & Black African |  |
| Mixed - White & Black Caribbean |  |
| Other Asian background |  |
| Other Black background |  |
| Other ethnic background |  |
| Other mixed background |  |
| Prefer not to state |  |
| White |  |
| Not known |  |

**What is your religion?**

|  |  |
| --- | --- |
| Any other religion or belief |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| No religion |  |
| Prefer not to state |  |
| Sikh |  |
| Spiritual  |  |

**What is your sexual orientation?**

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman/lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to state |  |

**Is your gender identity the same as the gender you were assigned at birth?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to state |  |