



## PERSONAL PARTICULARS FORM 2009

Please **tick** each course for which you are applying:

Course	Commonwealth Supported Place (CSP)
Bachelor of Design (Architecture)	
Bachelor of Construction Management	
Bachelor of Architecture/Construction Management	
Bachelor of Construction Management/Bachelor of Facilities Management	
Bachelor of Property & Real Estate	

### Application Procedure

**Current VCE students should not complete this form. They should apply via VTAC only.**

The application process for all non-year 12 applicants comprises two steps:

Step 1) All non-year 12 applicants must register and apply online through VTAC: [www.vtac.edu.au](http://www.vtac.edu.au)

Step 2) All non-year 12 applicants must also submit a completed 'Personal Particulars Form' to the School of Architecture & Building. The completed 'Personal Particulars Form' must be submitted by the 31<sup>st</sup> October 2008. Please forward all completed forms to the following address:

**Selection Officer  
School of Architecture & Building  
Geelong Waterfront Campus Deakin University  
1 Gheringhap St Geelong Vic 3217  
Telephone: (03) 52278336 or (03) 52278301**

Applicants must attach certified true copies of transcripts where requested. Late or incomplete applications may not be considered.

### 1. Personal Information

Title (Ms, Mrs, Mr, etc) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (circle): Female / Male

Family Name \_\_\_\_\_ Given Names \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State & Postcode \_\_\_\_\_

Telephone: home \_\_\_\_\_ mobile \_\_\_\_\_

Email: \_\_\_\_\_

### 2. VTAC ID No.

### 3. Secondary education

Course eg VCE	Institution	State/Country	Years enrolled	Enter Score (if applicable)	Are documents attached
			-		
			-		

### 4. Post-secondary education

Course	Institution	State/Country	Years enrolled	Completed Yes/No	Are documents attached
			-		
			-		
			-		
			-		

### 5. Are you applying for credit for previous studies? Yes No

If Yes, supply certified copies of transcripts and subject descriptions from each relevant tertiary institution for evaluation.

### 6. Are you applying for Special Entry Access Scheme (SEAS) – Access and Equity?

If Yes, please refer to the current VTAC guide for information about applying for one or more of the SEAS categories.

### 7. Employment history

Please list any **relevant** employment, including certified copies of relevant references from employers

Employer	Duration: From/to (Year)	Position of duties	Full or part time
	to		
	to		
	to		
	to		

### 8. Personal statement

Please attach a statement of no more than 500 words in support of your application.

### 9. Final checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application to be processed. Please note that late or incomplete applications may not be considered.

- Tick if you have applied for a Deakin Architecture and building course online through VTAC.
- Tick if you have completed all relevant sections of this application form.
- Tick if you have included original or certified true copies of all relevant documentation.
- Tick if you have attached a Personal Statement.
- Tick if you have signed the Declaration.

### 10. Declaration

- I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it are correct and complete.
- Where records of prior study have been provided in support of my application, I authorize Deakin University to conduct a search and retrieval of my academic record from my previous institution/s to verify the information contained in my application.
- I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Deakin University.
- I agree to abide by the Statutes, Rules and Regulations of the University.
- I consent to such of my personal identification data being provided to Department of Education, Employment and Workplace Relations (DEEWR) as is necessary for allocation of a CHESSN (Commonwealth Higher Student Support Number) and my SLE (Student Learning Entitlement).

Signature

Date