**BUILDING CRAFT PROGRAMME**

**Building Skill in Craft**

**Application Form**

**Applicant Name:**

**Application Date:**

Thank you for expressing an interest in our Building Craft Programme. Please read and complete this application form and return it to us with the accompanying documents by 9th March 2020.

Building on the success of our established Building Craft Programme, the current programme has been designed to offer successful applicants a structured eight-month programme of tuition and practical experience to enhance the skills already shown. Practical experience will be delivered by placements—involving restoration and conservation work on historic buildings as well as the creation of new buildings.

To be considered for one of the places, you must have attained, or be successfully working to attain, at least NVQ/SVQ Level 2 or 3, an equivalent qualification in traditional building skills from a recognised authority or have an equivalent amount of work experience in your chosen craft. If you are unsure if you have the required level of experience please contact us.

The opportunity to join our Building Craft Programme is open to all who have, or expect to have, the appropriate qualification, whether in education or work, but you will need the support of your college or employer to allow your full attendance during the course of the programme.

We are looking for those with the will to succeed in the rapidly expanding traditional building and conservation sector, and the desire to use and develop their skills to improve the built environment for this, and future, generations**.**

**Complete all six sections of this application form**

1. **Personal details**

**Full name:**

**Permanent address:**

**Postcode:**

**Telephone (landline):**

**Telephone (mobile):**

**Email:**

**Date of birth:**

**What is your craft?\***

**\*i.e. stonemason, woodworker, bricklayer, roofer and tiler, plasterer, thatcher, blacksmith, painter and decorator.**

**What is your nationality?**

**Do you require a visa to work/study in the UK?**

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

**Please let us know if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process:**

**How did you hear about the programme?**

**Please ensure you have completed all sections**

1. **Training and qualification**

**Which college, if any, are you presently attending?**

**What is the full title of the course you are studying?**

**When did you start the course and when do you finish?**

**Please list qualifications that you have obtained, starting with your most recent qualification\*:**

**\*Continue on separate page if needed**

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| **Date to and from** | **Qualification** | **Grade** | **College/Training Provider** |
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**Please ensure you have completed all sections**

1. **Career History**

**Are you currently in work? YES/NO**

**Name and address of your employer or contractor:**

**What job do you do? Please list your main tasks/responsibilities.**

**How long have you been in this employment?**

**Give details of relevant previous work, including dates and a description of what you did\*:**

**\* Continue on separate page if needed**

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| **Date to and from** | **Name and address of employer** | **What job did you do?**  |
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**Please ensure you have completed all sections**

1. **Reference**

Please provide a full and complete reference, including the contact details of your referee who must be either a tutor or an employer.

The referee must be able to vouch for your building craft skills and experience, and provide details including answers to the following questions.

**• How long have you known the applicant, and in what context?**

**• How will the applicant benefit from the programme, and what skills and abilities do they have that the scheme will build on?**

**Name of referee:**

**Address of referee:**

**Postcode:**

**Telephone:**

**Email:**

**How do you know them?**

NB. You can ask your referee to send their reference to us directly to michael.goodger@princes-foundation.org

Alternatively, please ask them to send you the reference and send it in with your completed application.

Due to the number of applications received we cannot approach each referee directly.

1. **Reason for application**

In no more than 500 words, please tell us why you are applying for the programme and what you hope to achieve from it should you be accepted. (Continue on separate page if needed)

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1. **Reason for application**

In no more than 250 words, why do you think it is important to preserve traditional skills?

(Continue on separate page if needed)

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APPLICANT’S SIGNATURE:  DATE:

Applications are welcome to be sent by post or email to;

Prince’s Foundation, c/o Michael Goodger, Dumfries House, Cumnock, KA18 2NJ (recommend recorded delivery)

By email to michael.goodger@princes-foundation.org

Deadline for receipt is **9th March 2020**.

To complete your application, you will need to send the following documents:

Completed and signed application form

A full and complete reference and the name and contact details of your referee, who should be your tutor or employer

Copies of all relevant academic or professional certificates (**do not** send originals)

A portfolio of your work\* (portfolios **will not** be returned)

Equal opportunities form (optional)

\*Portfolio’s should be no more than 10 sides of A4 (can be double sided) and should contain images of the work you have undertaken with a caption to describe what the image shows. The portfolio should include your name.