

# **Traditional Building Skills Courses**

# City & Country Bursary Scheme Application and Selection Criteria

#### Objectives

To provide an opportunity for acquiring experience of craft building techniques, relevant to historic buildings, for those in the building industry who could not normally afford the cost of the course, or the time and travel involved. It will be particularly suitable for independent builders and small contractors.

# Eligibility

Applicants must:

- be working in the built environment
- show a commitment to expanding their knowledge of the built heritage sector

Applicants will need to describe their qualifications (if applicable) and experience, and explain why they want to attend a traditional building skills course. Candidates will not be selected solely on the basis of their previous experience or qualifications.

### Application procedure

Applicants will be required to:

- Fill in an application form providing the information outlined above
- Provide one reference from a previous employer i.e. a homeowner or building company/contractor.

## Selections procedure

Applications will be assessed by a panel.

If required a shortlist will be chosen and each candidate will be interviewed (by phone or face to face).

Places will not be given to unsuitable candidates even if a place remains unfilled.

Please state the name and date of the course you are applying for funding for:

1.Personal	Date
Surname: Address:	Forenames:
Address:	
Telephone	Postcode:
Home:	Mobile:







2. Experience Current Work Status or Employment Job Title: Employer's Name
(if applicable):
Employer's Address:
Employer's Telephone:
Previous Relevant Employment/Volunteering (most recent first)
Employer's Name & Address:
Position Held: To:
Employer's Name & Address:
Position Held: From: To:
Employer's Name & Address:
Position Held: From: To:  Please continue on a separate sheet if required  3. Relevant Qualifications  Please give details of any relevant qualifications or training
4. Reference Please include a reference from an employer or client, this could be a letter or an email. Please also supply details for your referee as below,  Name:
Address:
Postcode:
Telephone: Email:  5. City & Country Approved Consultant/ Contractor Qualification
Completion of this section will enable you to be considered for the City & Country approved database and permit.  City & Country to hold your details on their databases. Type and size of contracts to be considered for, if applicable specify trade/area of expertise, contract value, resource available as applicable:
Previous contracts undertaken, if applicable, specify value and duration of work:
Would you like to be considered for a permanent position within the City & Country Team as and when opportunities arise and if so what position/s would suit your skill set and qualifications?

Membership of any trade organisation:				
Geographical coverage:				
Health and safety qualifications:				
Health and safety record: Poor Good Excellent				
6. Personal Statement  Describe your interest in historic buildings and how a bursary would benefit you.  Please include: • Details of your knowledge and experience. • Details of any historic buildings you have worked on. • Describe how you would like to see your career develop. • What benefits will the bursary give you? • How will the completion of the course you are applying for help you in the future? Please note a successful applicant does not need to have had previous experience working on historic properties.				

Personal Statement Continued Use additional pages if needed				
Return forms to: Gemma Clay	ton, Course Administrator, Cressing Temple Barns, Witham Road, Braintree, Essex CM77 8PD			
Tel: 0333 013 8156 Email: traditional.buildingskills@essex.gov.uk				
	City & Country Group you agree to be contacted after the course to be asked for your feedback on the bursary.			
Office Only Date application submitted	Email			
Post	Date of review			
Review panel				
Outcome:	Approved Rejected			