



# 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:**

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..... Date .....

#### 1. Personal Details

Surname: ..... Forenames: .....

Address: .....

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Telephone ..... Postcode: .....

Home: ..... Mobile: .....

**2. Experience**

Current Work Status or Employment

Job Title: .....

Employer's Name (if applicable): .....

Employer's Address: .....

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..... Employer's Telephone: .....

Previous Relevant Employment/Volunteering (most recent first)

Employer's Name & Address: .....

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Position Held: ..... From: ..... To: .....

Employer's Name & Address: .....

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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

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**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:*

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Previous contracts undertaken, if applicable, *specify value and duration of work:* .....

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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?

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