Craft Trainee Application Form

Please read the guidance for the York Foundation for Craft and Conservation's Craft Trainee Bursary applicants before you start the application form. You can download the guidance notes from our website. If you have any questions about the application process please contact info@conservationyork.org.uk.

Please type on the dotted lines in each section, which will expand as you type.

Personal Details

Name.....**Age**.....

Address.....

.....**Postcode**.....

Telephone No.....**Mobile**.....

Email address.....

Field of Craft practice or Trade.....

Name of employer for the traineeship .....

Qualifications

Please list all relevant qualifications with dates, the institution from which you obtained them, and the grade you received.

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Past Work Experience

Please list previous employment and/ or voluntary work experience. Provide the job role/ title, the business or organisation you worked for, its location, dates, and whether full or part-time, voluntary/ employed. Do mention any awards or special recognition you have earned in your field.

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Current work experience

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Your aims and plans for the future traineeship

Please explain briefly (as a guide, around 200 words for this section):

The overall purpose of your traineeship……..

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The broad areas of skill and experience in practice you hope to learn or improve in the over the coming years

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How you and your employer will work together on this ……..

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If your traineeship will include attending a formal course or taking qualifications, please provide details

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Personal statement

Tell us about how you aim to develop your career in your chosen field of practice and how this trainee opportunity will benefit you and help you along that pathway. Please give details about specific skills, new knowledge and experience you plan to gain (a bullet point list is fine) and what would you like to do next, when you have completed the traineeship (as a guide, around 500 words in this section).

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Finally, what are the two achievements in your career so far that you are most proud of?

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Supporting Material

Please provide a link – if you have one – to a website, Instagram account, or other media account where we can see images of your past work, current work experience and/ or employment:

In addition, you should send three or more good quality images of work that you're particularly proud of that will enable Trustees to gain an impression of type, range and quality of your work experience. These should be captioned and sent as a separate pdf to info@conservationyork.org.uk with your application.

Reference

Please give the name of someone who can provide a reference to support your application who we can contact.
For example, a course/ programme leader, a past employer (not the current one applying with you), work placement host, a colleague or mentor.

Name……

Email……

Please indicate any other sources of funding for which you are applying and the outcome, if known:

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If you are not successful with this application, how will you and your employer continue with the traineeship / role you currently have?

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Declaration

- I have read and noted the Guidance Notes and Terms and Conditions for the Foundation's bursaries.
- I agree that by submitting this application I am giving consent (should I be awarded a trainee bursary) for the information and supporting images I provide to be used for communications, publicity, marketing, internal review and historical record of activities by the Foundation. I grant and, if necessary, have secured, appropriate permissions for images and information that I share to be used by the Foundation for these purposes.
- I agree that by submitting this application I am giving consent to the Foundation retaining my personal data for a period of 6 years in accordance with their Data Protection and Data Retention Policies. During this time Foundation may communicate with me in connection with the full range of both organisations' normal activities.
- If I am awarded a Bursary, I agree the money from the Bursary will only be used for the purpose set out in this application.
- If I am awarded a Bursary, I will provide regular feedback / reports to the Foundation during the period of the traineeship on progress and the benefits achieved through the Bursary. I consent to this information being used for the purposes of communications, publicity, marketing, internal review and historical record of the Foundation's activities. I grant and, if necessary, will secure, appropriate permissions for images and information to be used by the Foundation for these purposes.
- I understand that, if I am awarded a Bursary, my name, craft specialism and the information I provide will be retained indefinitely with records of Foundation's charitable activities, and may be displayed in the Foundation's publications, including their website.

Application submitted by:

Name……

Date……

Please return the completed form, with supporting material, by email to
info@conservationyork.org.uk