

# TRADITIONAL BUILDING SKILL BURSARY SCHEME

www.buildingbursaries.org.uk



## APPLICATION FORM

<b>Training Bursary Applied for:</b>	<b>Host Organisation/ Placement Provider</b>

## CONFIDENTIAL

### 1. Personal Details

<b>Surname:</b>	<b>Residential Address:</b>	
<b>Forenames:</b>		
	<b>Post code:</b>	
<b>E-mail address:</b>		
<b>Contact telephone numbers</b> <i>Please indicate the number you would prefer us to contact you on should we need to.</i>		
<b>Home:</b> <input type="checkbox"/>	<b>Work:</b> <input type="checkbox"/>	<b>Mobile:</b> <input type="checkbox"/>

### 2. Experience

Secondary and Further Education			
Schools, Colleges and Universities	Dates from	Dates to	Qualifications

Current or most recent employment	
<b>Job Title:</b>	<b>Employer's Address:</b>
<b>Employer's Name:</b>	
<b>Work location:</b>	
<b>Availability to start:</b>	<b>Post code:</b>

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<b>Previous relevant employment/volunteering (most recent first)</b>				
<b>Employer's name</b>	<b>Employer's address</b>	<b>Position held</b>	<b>From (date)</b>	<b>To (date)</b>

<b>Relevant experience</b>
<p><b>Briefly describe your experience in relation to this placement, highlighting any particular achievements you consider relevant.</b></p> <p><b>Important: To be considered for interview you must describe in detail how your experiences and current skills meet the placement specification.</b></p> <p><b>If successful, what do you hope to achieve during this placement?</b></p> <p><b>If successful, what do you aim to do after this placement?</b></p> <p><b>Please continue onto a separate page if necessary.</b></p>

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## 3. *Other information*

### Eligibility to work

Do you require a Work Permit to work in England or Wales?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please indicate the type of permit:	
Please provide permit number:	
Please provide the expiry date	

### Driving Licence

Do you hold a current driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate the nature of any current endorsements, excluding speeding offences	

### Convictions or offences

If you have been convicted of any offence this must be disclosed unless it is 'spent' under the Rehabilitation of Offenders Act. Failure to do so could result in termination of the placement. Any information you give here will be treated in confidence and only taken into account if strictly relevant.	
Have you been convicted of any offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details	

### How did you hear about this training bursary scheme?

College flyer.....	<input type="checkbox"/>
Internet.....	<input type="checkbox"/>
Publication (Please specify).....	<input type="checkbox"/>
Word of mouth.....	<input type="checkbox"/>
Other.....	<input type="checkbox"/>

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## 4. Referees

Please give details of two referees who will be able to give an evidenced account of your workplace/educational performance, or skills you have displayed in a voluntary capacity. One of these should be your current or most recent employer/voluntary organisation, a university/college tutor or an HR professional from your previous employment.

Referee 1	Referee 2
Name:	Name:
Referee's relationship to you:	Referee's relationship to you:
Address:	Address:
Postcode:	Postcode:
Contact number:	Contact number:
E-mail:	E-mail:
May we contact this referee before interview: Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee before interview: Yes <input type="checkbox"/> No <input type="checkbox"/>

## 5. Employment and financial status during the Placement

These factors will not be used as part of the applicant selection process, but will be relevant to the bursary allowance amount that is able to be offered and will enable the Scheme to distribute funds fairly.

For the duration of the bursary placement my employment status will be (please indicate one of the following, stating the amount where applicable):	
a) Employed/self employed and financially supported: If successful, please indicate the amount of salary to be paid during the placement:	Yes <input type="checkbox"/> No <input type="checkbox"/> £
b) Not financially supported	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Unemployed and not drawing unemployment benefit	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Unemployed and drawing unemployment benefit	Yes <input type="checkbox"/> No <input type="checkbox"/>

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## 6. Declaration

Please read the Trainee Terms and Conditions document and this declaration carefully before signing it. If you choose not to sign it, we will be unable to process your application.

- 1. I am aware that the Traditional Building Skills Bursary Scheme will create computer and paper records relating to me during the recruitment and selection process which may be retained for a reasonable period of time thereafter for the purpose of administering the scheme. Individual applications will be treated confidentially, although some information will be used to monitor the Scheme's Equality and Diversity policy. The Scheme is subject to the Freedom of Information Act.*
- 2. If I am successfully appointed as a Trainee, I agree to undertake the placement according to the Trainee Terms and Conditions and Placement Specification.*
- 3. I understand that the payment of the bursary allowance will only be made on receipt by the Bursary Scheme Manager of relevant receipts and the relevant Progress Record, authorised by the Placement Supervisor.*
- 4. I understand that the payment of the bursary allowance will only be made on receipt by the Bursary Scheme Manager of relevant receipts and the relevant Progress Record, authorised by the Placement Supervisor.*
- 5. I declare that the information I have given is, to the best of my knowledge, true and complete.*

Signed..... Date.....

Print Name:.....

Please return the completed form to either:

[clara@buildingbursaries.org.uk](mailto:clara@buildingbursaries.org.uk)

or

Bursary Scheme Manager, Traditional Building Skills Bursary Scheme,  
PO Box 1179, Tring, HP23 6WR

Applications must reach the above address by the end of the working day on  
the date stated on the Placement Specification.

Applications received after this time will not be considered.

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## EQUAL OPPORTUNITIES MONITORING FORM

The Traditional Building Skills Bursary Scheme is committed to ensuring that all applicants are treated fairly regardless of race, gender, marital status, disability, age, sexual orientation or religion. We therefore welcome applications from all sections of the community.

To help us monitor our performance, we ask you to complete all relevant parts of this page. This information is confidential and used solely for monitoring purposes. We separate this page on receipt of your application form before we consider your application. The form will not be shown to the selection panel and will be destroyed after 12 months.

The information collected on this form will be used to monitor the Scheme's Equality and Diversity policy. The Scheme is subject to the Freedom of Information Act.

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Host Organisation/ Placement Provider	

### Ethnic Origin

Please tick the boxes which best reflect your origin.

a)

Asian	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian Indian	<input type="checkbox"/>	Mixed	<input type="checkbox"/>
Asian Pakistani	<input type="checkbox"/>	White	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Other (please specify )	<input type="checkbox"/>
		.....	

b)

British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

### Sex

Female  Male

### Age

16-18  19-30  31-40  41-50  51-60  60+

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## Disability

Do you regard yourself as having a disability? Yes  No

If 'Yes' please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995.

### For office use only

Wales	NE			NW			SE		SW	
England	E	EM	GL	NE	NW	S	SE	SW	WM	Y&H
Up-skilling in BHS	Up-skilling in CI			Apprentice			CC		CPD	
Q					NQ					