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**School for Writers participant application form**

**Programme overview**

For many writers, engaging with children and young people is an integral part of their work and an opportunity to inspire the next generation of writers. We know that writers can add value to classroom practice and it is therefore necessary to ensure they have the knowledge and skills to enable them deliver quality workshops.

School for Writers is a three-day training course for writers who want to engage with schools, libraries and cultural and community venues to deliver workshops for children and young people.

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| **Location** | London |
| **Dates** | Tuesday 26 June 2018  Tuesday 3 July 2018  Tuesday 10 July 2018 |
| **Fee** | £350 (though a limited number of bursaries are available) |

Please send your completed application form along with your CV to [recruitment@literacytrust.org.uk](mailto:recruitment@literacytrust.org.uk) with the subject line ‘School for Writers application’

**Deadline: Monday 4 June at 10 am**

**1. Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s)** |  | **Last name** |  |
| **Title** |  | | |
| **Home address, including postcode** |  | | |
| **Telephone** |  | | |
| **Email** |  | | |

|  |  |
| --- | --- |
| **Where did you hear about the School for Writers training programme?** |  |

**2. Publication record**

|  |  |  |
| --- | --- | --- |
| **Name and a brief description**  (e.g. ‘a collection of poems or ‘a novel  for young adults’) | **Date** | **Published by** |
|  |  |  |

**3.** **Personal statement**

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| **Please share a personal statement indicating your reasons for applying to the School for Writers programme, what you hope to gain from the programme and any experience that may support your application.**  We expect participants to have:   * A genuine interest in working with schools and/or communities * A willingness to learn and a commitment to reflecting on their practice * An enthusiasm for supporting children and young people to develop their creativity, writing and love of reading * A commitment to diversity and inclusive practice   (Maximum 1000 words) |

**4. Please provide us with a biography of no more than 200 words**

*Please note, if you are offered a place, this biography may be shared with the rest of the participants.*

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**5. Supporting statement**

*This section should be completed by your publisher, agent or (if you are self-employed) someone who knows your work well (a client, for example).*

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** |  | **Last name** |  |
| **Title** |  | | |
| **Job title** |  | **Organisation** |  |
| **Address including postcode** |  | | |
| **Telephone no.** |  | **Email address** |  |

|  |  |
| --- | --- |
| **What is your working relationship to the applicant?** |  |

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| **In what ways do you feel the applicant will gain from participation in the School for Writers programme?** (Maximum 200 words) |

**6. Programme fees and bursaries**

The training course has been subsidised by Arts Council England so that the cost to participants is £350. If your application is successful, we will invoice you for payment before 26 June 2018.

We are offering a bursary for the full cost of the course to two writers. This is to ensure that writers who are keen to participate are not excluded by the cost. Please indicate below if you are applying for the bursary.

|  |  |  |
| --- | --- | --- |
|  | Bursary for full cost of course | £350 |

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| **Optional: please outline the grounds on which you would like us to consider you for a bursary.** (Maximum 200 words) |

**7. Access requirements**

Please give details of any particular access requirements which will need to be considered during the course:

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**8. Safeguarding**

We will conduct an enhanced check by the Disclosure and Barring Service for all participants. Having a criminal record will not automatically preclude you from being considered for this course, as only relevant convictions will be taken into account. However, we reserve the right to withdraw an offer if you do not disclose a relevant conviction prior to being checked. In general, offences that are considered relevant, and would therefore be a barring offence, are those that indicate there may be risk of harm to children and vulnerable adults. These include cautions, reprimands and final warnings. You may be asked to provide details if selected for participation.

Do you have any criminal convictions which are ‘unspent’ under the Rehabilitation of Offenders Act 1974?

Yes  No

Have you ever been disqualified from working with children or vulnerable adults?

Yes  No

**9. Privacy statement**

We need to hold and process your personal data in order to manage your application and participation in this course. This may include sensitive data – for example, related to your health or medical conditions to support access requirements, or convictions or cautions declared in line with our safeguarding policy. This data will be held securely and only processed for this purpose, and never shared unless required by law.

You have the right to access, correct or delete your information, and to complain to the Information Commission if you are unhappy with how your data has been processed. Full details of our data processing and your rights are provided in our privacy policy <https://literacytrust.org.uk/information/privacy-policy/>.

**10. Declaration**

The National Literacy Trust reserves the right to verify any of the data supplied in your application.

I certify that the information provided is correct.

**Signature: Date:**