**Both apprentice and host potter should complete this form digitally – please type your answers after each question and use as much space as you need. Please answer all questions with as much detail as possible.**

Adopt a Potter is a small charity and we are completely reliant on the work of a small cohort of volunteers and the generosity and support of the ceramic community who donate pots, time and money again and again. If you are successful in your application to the Adopt a Potter apprenticeship fund, we will expect both apprentice and host to commit to helping to raise money for the next apprentice, in the following ways:

* the apprentice will help with fund-raising at exhibitions and ceramic fairs (usually Earth and Fire, Art in Clay Hatfield, and Oxford Ceramics Fair)
* the apprentice will provide the Trust with at least 25 mugs or similar pots during the course of the apprenticeship, to be sold at fairs and exhibitions.
* the host potter will donate a significant piece for Adopt a Potter to auction

By submitting this application, you are agreeing to help us in this way should your application be successful.

**1/ QUESTIONS FOR THE APPRENTICE:**

a. Please supply your contact details:

Name:

Address:

Telephone:

Email:

b. How and why did you chose your host potter?

c. What do you think you can learn from your host potter and what do you hope to gain from this opportunity?

d. Please provide up to 6 digital images of your work via wetransfer or dropbox, and paste the link here:

Give details of each piece below:

|  |  |  |  |
| --- | --- | --- | --- |
| Image | Description | Size | Date Made |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

(please take care to provide the best quality photographs taken against a clean, uncluttered background)

e. Please supply a full CV with this form, including all details of your education, experience, grants and awards etc

**PLEASE NOTE**

By submitting this application you are:

·         committing to make us at least 25 mugs or similar pots

·         committing to help with fund-raising at exhibitions and ceramic fairs throughout the year

Signature:

Date:

**2/ QUESTIONS FOR THE HOST POTTER:**

If your application is successful, we will require you to:

* provide proof of appropriate employers liability insurance cover (purchased by you).
* provide a safe working environment within the bounds of common sense.
* provide suitable safety equipment if needed eg face masks when mixing glazes.
* provide tuition, comment and guidance for the apprentice on a daily basis.
* allow sufficient time for the apprentice to make their own work (half a day per week at least).
* ensure that the apprentice is punctual and committed and advise the Trust if the apprentice is absent from work for a protracted period of time to the detriment of the partnership.
* donate a significant piece for Adopt a Potter to auction to raise funds to support the next apprentice.

a. Please supply your contact details:

Name:

Address:

Telephone:

Email:

b. As a host potter, you are giving the apprentice the opportunity to work alongside experienced staff and learn job-specific skills.  Describe how you intend to train the apprentice during the funded year and the practical tasks they will undertake. Please include a month-by-month plan for the whole year and a sample week’s plan to show how the training and allotted tasks will be structured each day.

c. How many hours will the apprentice work each week?

d. How many weeks holiday will the apprentice be given?

e. We hope that the apprentice will be a valuable member of the studio and will contribute to the income of the pottery through their work. If the apprentice is successful in their application for an Adopt a Potter bursary, are you intending to pay them a salary to make their income up to at least the minimum living wage? **YES/NO**

If yes, please give details:

f. If not, will any other support, either monetary or in-kind, be given? **YES/NO**

If yes, please give details:

g. Does the apprentice have any other source of income? **YES/NO**

If yes, please give details:

h. Have you or the apprentice applied for any other funding, bursaries or scholarships? **YES/NO**

If yes, what was the outcome of the application? **SUCCESSFUL/UNSUCCESSFUL/DON’T KNOW**

If you don’t know, when is a decision expected by?

i. Is the apprentice already working for you?   **YES/NO**

If yes, please describe in what capacity:

j. Is this work **PAID/UNPAID**?

k. As part of the application, please supply a copy of your CV and 6 high res images of your work. Please supply these via wetransfer or dropbox, and paste the link here:

**PLEASE NOTE**

By submitting this application you are:

·         confirming that you are unable to financially support a full-time apprentice

·         committing to employ the apprentice for a minimum of 12 months

·         committing to the requirements outlined at the top of this section

·         confirming that you will donate a significant piece to Adopt a Potter to help us raise funds to support the next apprentice.

Signature

Date

**Please complete and return this FORM, and CVs and links to PORTFOLIOS OF 6 IMAGES for both apprentice and host potter by 15TH October 2018 to: mail.adoptapotter@gmail.com**