

# Notes for Applicants

## Application Form Completion

The form should be completed in typescript **OR** block capitals and black ink. Please give careful consideration to the questions asked and complete the application form as fully as possible. This will help us to ensure that your application receives full and fair consideration. **Please also ensure that that you complete and return at least Part 1 of the Equal Opportunities Monitoring Form.**

Curricula Vitae will not be considered as part of your application. Should you have insufficient space on the application form, continue on a separate sheet. Please ensure that your surname, initials and post applied for are detailed on any additional sheet.

If you wish to have your application acknowledged, please enclose a SAE with your completed application form.

Please see Onscreen Completion Instructions for additional Information.

## Equal Opportunities in Employment

National Museums Scotland is committed to being an Equal Opportunities Employer. We aim to treat all applicants equally and ensure that unacceptable prejudices do not influence decisions.

The details supplied in the Equal Opportunities Monitoring Form will be treated confidentially and will not affect your application in any way.

## Disability

The Equality Act 2010 defines a disability as:

‘a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities.’

It is recognised that disabled people are not only those whose disability is immediately apparent (eg blind people or those in wheelchairs) but also those whose disability is not immediately obvious (eg heart trouble, mental illness, epilepsy or diabetes).

## Information about your Disability

Under the terms of the Act, disabled applicants have the right to reasonable adjustment within the workplace.

You will be asked on the Equal Opportunities Monitoring Form to give any information which may be relevant to your ability to carry out the duties of the job. Please regard this as a positive opportunity to let us give you any help or support you believe you may need, by outlining any aspects of the job which may present some difficulty, and any suggestions you may have for overcoming them (attach a separate sheet if necessary). This information is valuable because it will allow us to avoid making assumptions about your disability and allow us to consider any potential need for aids/adaptations in the workplace.

If you consider yourself to have a disability, please complete the relevant section of the Equal Opportunities Monitoring Form.

## Selection Criteria

Selection is based on identifying the person with the knowledge, skills, experience and attitudes which best meet the requirements of the job. We divide the selection criteria into two categories:

**Essential** those attributes without which a person will be unable to carry out the duties of the job

**Desirable** those attributes which will be very useful but which are not essential.

In addition suitability for appointment will be measured against the identified key competencies for the role, which are included in the person specification.

## Eligibility to Work in the UK

Employers are required to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide appropriate documentation as evidence, at interview stage normally in the form of a passport and/or other document which states that you have the right of residence and right to work in the UK.

## Security

All successful applicants will be subject to a basic criminal records check provided through Disclosure Scotland. In addition and in advance of any firm offer of employment, applicants must provide supplementary information as verification of identity to cover any gaps in employment or educational history in the past 3 years, in the form of additional referees.

## Child Protection Policy

National Museums Scotland has a Child Protection Policy. All new staff will receive Child Protection guidance, appropriate to their job role.

## Appointments

All appointments are conditional upon certain information supplied being verified to National Museums Scotland's satisfaction. Should it be found that false or misleading information has been given, any offer of employment may be withdrawn or, if discovered after you have commenced employment, disciplinary action up to and including dismissal may be embarked upon.

## Completed Applications

Applications may be submitted by post or email.

EMAIL	POST
If submitting by email send your completed <a href="#">Application for Employment</a> and <a href="#">Equal Opportunities Monitoring Form</a> to <a href="mailto:applications@nms.ac.uk">applications@nms.ac.uk</a>	HR Team National Museums Scotland Chambers Street Edinburgh EH1 1JF

All applications must be submitted by the closing date detailed on the Vacancy Statement.

## Enquiries

If you require any further advice about completing the application form or about our recruitment and selection procedures, please contact the above address or call 0131 247 4078/4451

## Onscreen Completion Instructions

The forms are PDF fill-in forms which users will be able to complete onscreen, save and/or email.

- Download the form by following the instructions on the Application Pack page. Your web browser may be configured with an Acrobat plug-in to automatically open the file within your browser's window upon download. To download the file directly to your computer or to a disk, right click on the link, then select "save link as" or "save target as" from the dropdown options. Make a note of the location on your drive and the name of the file being saved so you can locate it later.
- Fill out the forms by typing text into the appropriate areas and checking boxes where needed. To move from field to field, use the Tab key or point and click using the mouse.
- Once the forms have been completed they can be saved and/or emailed to [applications@nms.ac.uk](mailto:applications@nms.ac.uk)
- Please specify the vacancy you are applying for in the Subject line of the email. If you would like to receive the form in a different format e.g. Microsoft Word, please send your request to [applications@nms.ac.uk](mailto:applications@nms.ac.uk)