**Logo, company name

Description automatically generated**

**EMPLOYMENT APPLICATION FORM**

**Post: Digital Communications and Administration Assistant**

Closing date: **Friday 6 August 9.00 am**

Please note that online interviews will take place over w/c 16th August.

**How to apply**

1. Complete this application form
2. Email your form to Robert Wright, [r.wright@scottisharchives.org.uk](mailto:r.wright@scottisharchives.org.uk)

All information provided by applicants will be treated as confidential. Additional information may be attached on extra pages if necessary but please note that CVs will not be accepted in lieu of a completed application form.

**The shortlisting process**

Applications are assessed against the information in the job description.

**Interviews**

Invitations to interview will be sent by email. Interviews will be held online using either Zoom, MS Teams or Skype.

**APPLICATION FORM**

**Section 1: Applicant information**

Personal information in this section is collected for contact information only and is not shared with those responsible for selecting applicants for interview.

|  |  |
| --- | --- |
| **Name** |  |

|  |  |
| --- | --- |
| **Email address** |  |

|  |  |
| --- | --- |
| **Please confirm that you have the right to work in the UK** | Yes  No |

You may be asked for documentary evidence of your right to work if you are offered the job. We will provide guidance on this.

**Section A: Work experience**

Please tell us about your current or most recent employment.

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Brief description of responsibilities** |  |
| **Dates of employment** |  |
| **Notice period** |  |
| **Reason for seeking other employment** |  |

Please give details of your other work experience history - add extra rows as required.

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates** | **Job title and brief description of responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If applicable, please tell us about any other non-employed positions you hold/have held which you feel are relevant (for example voluntary positions). Add extra rows if required.

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Dates** | **Role and brief description of responsibilities** |
|  |  |  |

**Section B: Qualifications and training**

Please tell us about any of the following you have, which you feel would be relevant to this role *–* add extra rows as required.

|  |  |
| --- | --- |
| **Qualifications and professional memberships** | **Grade / level**  **(where relevant)** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Training received** | **Level / outcome**  **(where relevant)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Section C: Relevant skills and experience**

Using the job description as a guide, tell us why you are interested in the post and what skills and experience you can bring to the role.

|  |
| --- |
|  |

**Section D: References**

Give the name and address of two referees, at least one of whom should be relevant to your most recent employment. References will only be requested if you are offered the position.

**Reference 1**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Relationship to you:** |  |
| **Email:** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Relationship to you:** |  |
| **Email:** |  |

**EQUAL OPPORTUNITIES MONITORING FORM**

Scottish Council on Archives has an equal opportunities policy. SCA is monitoring details of applicants' sex, ethnic origin, marital status, age and disability so that we can ensure that our recruitment is fair and does not discriminate against any group. We would be grateful therefore if you would complete this form.

The information provided in the monitoring form is not used in the selection process. It is used purely to monitor the effectiveness of MGS’s Equal Opportunities Policy.

**The selection and interview panels do not see the information contained in these monitoring forms.**

**Where did you hear about this vacancy?**

|  |
| --- |
|  |

**Age**

|  |
| --- |
|  |

**Gender**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Intersex |  | Non-binary |  | Prefer not to say |  |

**Are you married or in a civil partnership?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  | No |  |  | Prefer not to say |  |

**Sexual orientation**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Gay |  | Lesbian |  | Bisexual |  | Other |  |
| Prefer not to say |  |  |

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please select the appropriate group.

*White*

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

*Mixed/multiple ethnic groups*

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say  Any other mixed background, please write in:

*Asian/Asian British*

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

*Black/ African/ Caribbean/ Black British*

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

*Other ethnic group*

Arab  Prefer not to say  Any other ethnic group, please write in: