

Guidance notes for Candidates



Completing the Application Form

Please read the application form thoroughly and complete it in type or **black ink** to aid photocopying. Please ensure that you complete **all** sections. The Application Form **must** be completed in full.

Where answers require additional detail, this should be provided on a continuation sheet and attached to the form.

The information that you provide in your application form and other supporting information is the only information we will use in deciding whether or not you will be short listed for interview.

If you wish to submit a CV, this should be provided in addition to completing the application form.

Your application will be treated in the strictest confidence. The information on the Monitoring Form is seen by the Personnel Officer **only**.

Work Experience

Start with your current or last employer (page 1) and then list the work experience you have gained previously (page 2). Please detail any gaps in employment as fully as possible.

If you have never been employed or have been unemployed for some time, please give details of other experience or training.

Please also provide details of any unpaid or voluntary work. Further information may be added on a separate sheet if necessary.

Further information in support of your application

Here you should explain why you should be chosen for the job. You must decide from the further particulars/job description/person specification whether you have the necessary skills and experience to apply for the position, and provide examples of how you meet the criteria for the post.

Equal Opportunities monitoring information

UHI Millennium Institute is committed to equality of opportunity and will consider all applications on the basis of merit alone. We need to ask you for this information in order to ensure fairness and compliance with UK Law.

Gender and Age. We need to monitor males/females in all posts. Age data is required in order to ensure compliance with forthcoming UK legislation.

Nationality and Ethnic Origin. UHI is striving to enhance the diversity of its staff and students and has a policy on Race Equality in place, in accordance with our duties under the Race Relations (Amendment) Act 2000. Ethnicity data is important, as we need to monitor carefully in order that we can ensure that we address any areas of under-representation.

Disability. If you are a disabled person and you require adjustments to be made to the application or interview process please contact the Personnel Officer to discuss your requirements. Please let us know if you require the documentation in an alternative format. It would be helpful if you could contact us immediately you are notified of an interview in order that we can make any necessary arrangements for you. UHI is committed to ensuring that Reasonable Adjustments are provided, where appropriate and practicable, for any disabled employee who meets the Definition of Disability outlined in the Disability Discrimination Act 1995 and in order that they can perform their duties effectively.

Criminal Convictions. We treat this information in accordance with our obligations outlined in the Scottish Criminal Record Office Disclosure Service Code of Practice and undertake to treat all candidates for positions fairly. A criminal record will not necessarily be a bar to appointment with UHI Millennium Institute.

We only need to know about 'unspent' convictions, unless the post is one that involves direct contact with children or vulnerable adults and where we need to know about all unspent or spent convictions. Disclosures of convictions may be requested from the Scottish Criminal Record Office Disclosure Service in relation to posts where there is substantial direct contact with persons under the age of 18, or with vulnerable adults. Candidates will be treated on an individual basis, in relation to the specific job and the relevance of any conviction(s). A disclosure via the Scottish Criminal Record Office Disclosure Service will only be sought for a relevant position once an individual has been offered a post. We will discuss the relevance of any convictions at interview. However, failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment. If a disclosure is required and that process reveals previous convictions, the contents of the disclosure will be discussed with the candidate prior to any withdrawal of a conditional offer of employment.

Information concerning convictions that is disclosed on the monitoring form will only be seen those who need to see it within the university. Information concerning candidates who are not selected will be destroyed.

References

References will only be taken up for short listed candidates.

Please give the name, address, telephone number and email address (if known) of two referees, including your existing or last employer, to whom reference may be made in support of your application concerning your professional ability and performance at work.

If this is your first job, one reference should be from your head teacher, lecturer or similar.

Please ensure your referees are in a position to respond promptly as no appointment will be made without receipt of satisfactory references.

Appointments will be offered subject to receipt of satisfactory references, unless advised otherwise.

Completed applications must be returned by the closing date shown on the job advertisement. We will only acknowledge receipt of completed applications where a stamped addressed envelope is sent to us for this purpose. If you have not been contacted within four weeks of the closing date, please assume that your application has been unsuccessful.