

**EMPLOYMENT APPLICATION FORM**

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| Post: **Senior Advocacy and Public Affairs Manager**  Closing date: **Monday 13 May @ 9am**  Please note interviews are planned to take place in the week commencing **27 May 2024** (online). |

**How to apply**

1. Complete this application form.
2. Submit your application form through our online portal at:

<https://hr.breathehr.com/v/senior-advocacy-and-public-affairs-35179>

(this link is also available on the job information area of our website and in the job information pack).

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.

We believe that our work will be stronger with greater diversity. If you have any access requirements that mean you would prefer to submit a video, audio or alternative application format in response, please contact us at [**hr@museumsgalleriesscotland.org.uk**](mailto:hr@museumsgalleriesscotland.org.uk) or call 0131 550 4197 to discuss further.

<mailto:hr@museumsgalleriesscotland.org.uk>

**The shortlisting process**

Applications are assessed against the information in the person specification.

Section 1 of this form (Applicant Information), and the equal opportunities monitoring information, are removed before the shortlisting panel receives applications to assess.

We will guarantee an interview to people with disabilities who meet the minimum criteria. To enable this to happen, any disability information provided will be referred to **after** all application forms have been assessed against the job criteria, to inform the interview shortlist.

**Interviews**

Invitations to interview will be sent by email. We aim to give at least one week’s notice to applicants shortlisted for interview, but in exceptional circumstances (high volume of applications/short timescale between closing date and interview) this may not be possible.

The interview date is indicated at the top of the application form.

Interviews will take place online. The format of the interview may involve a task or presentation which we will send information about in advance, and a series of competency based questions.

**Data protection**

Details supplied in your application may be held in electronic and paper files for administration purposes only during the recruitment process. We retain recruitment files for six months following the date of interview, after which they are securely disposed of.

When submitting your application online you have the option to give consent for us to hold your data should you be interested in us contacting you about potential future vacancies.

You can view MGS’s privacy policy on our website at: <https://www.museumsgalleriesscotland.org.uk/privacy-policy/>

**Section 1: Applicant information**

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

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

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

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

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

**Section 2: Knowledge, skills and experience**

**2a) Work experience**

Please tell us about your current or most recent employment.

|  |  |  |
| --- | --- | --- |
| **Employer** |  |  |
| **Job title** |  |  |
| **Brief description of responsibilities** |  |  |
| **Dates of employment** |  | |
| **Notice period** |  | |

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

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates** | **Job title and brief description of responsibilities** |
|  |  |  |
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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** |
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**2b) 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.

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| --- | --- |
| **Qualifications and professional memberships** | **Grade / level**  **(where relevant)** |
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| --- | --- |
| **Training received** | **Level / outcome**  **(where relevant)** |
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**2c) Relevant skills and experience**

Use this section to show how your skills, knowledge and experience are relevant to this post. You should do this by providing specific examples to evidence how your skills, knowledge and experience meet the criteria listed in the **person specification**. (Max 1500 words)

**Section 3: References**

Give the name and address of two referees. 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**

Museums Galleries Scotland (MGS) has an equal opportunities policy. MGS 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?**

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|  |

**Age**

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| --- |
|  |

**Gender**

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

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

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

**Sexual orientation**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  | Gay |  | Heterosexual |  | Lesbian |  | 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.

*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:

*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:

*White*

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

*Other ethnic group*

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



We welcome applications from people with disabilities and will make reasonable adjustments necessary for candidates to participate on equal terms in the recruitment process and fulfil the duties of the post if selected.

Museums Galleries Scotland would be grateful if you could provide the following information. You do not have to disclose any disability, but if you do, you will be protected under the terms of the Equality Act 2010 and will allow Museums Galleries Scotland to make any reasonable adjustments necessary to the recruitment process and to provide any auxiliary aids or support necessary for you to fulfil the duties of the job.

MGS will guarantee an interview to people who meet the minimum criteria for the job. To enable this to happen, the information here will be referred to **after** all application forms have been assessed against the job criteria, to inform the interview shortlist.

**Do you consider yourself to be a disabled person under the terms of the Equality Act (2010)?**

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

**If yes, what is the nature of your disability?**

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**Do you have any disability-related access requirements? (e.g. adjustments to enable you to attend interview whether online or in person, information in an alternative format or other adjustments?)**

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