

(Office use only)
Applicant Ref:



EMPLOYMENT APPLICATION FORM

Post: **Operations and Compliance Assistant**

Closing date: **Wednesday 9th September 2026, at 9am**

Please note interviews are planned to take place on Tuesday 22nd and / or Wednesday 23rd September 2026 (online).

How to apply

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

<https://hr.breathehr.com/v/operations-and-compliance-assistant-48505>

(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 or call 0131 550 4197 to discuss further.

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 essential criteria in our person specification. Please note, we always make best efforts to implement this however there may be occasions where it is not practicable to interview all disabled people that meet the essential criteria for the job. For example if we receive a very high number of applications meeting this criteria. In this situation we will consider a reasonable alternative approach – for example setting a maximum number of interviews and ensuring that a

(Office use only)
Applicant Ref:

proportion of interviews are offered to the disabled candidates who best meet the essential criteria for the job.

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.

View MGS's [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.

Name	
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Email address	
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Please confirm that you have the right to work in the UK	Yes ☐ No ☐
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You will be asked for documentary evidence of your right to work if you are offered the job. We will provide guidance on this.

(Office use only)
Applicant Ref:

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

(Office use only)
Applicant Ref:

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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

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.

Qualifications and professional memberships	Grade / level (where relevant)

(Office use only)
Applicant Ref:

Training received	Level / outcome (where relevant)

(Office use only)
Applicant Ref:

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)

(Office use only)
Applicant Ref:

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?

MGS
Website

☐

Goodmoves

☐

Creative
Scotland

☐

Equal Jobs

☐

Word of
mouth

☐

Social Media (please
specify)

Anywhere
else/update
above to
what sites
were used

Prefer not to
say

☐

Age

16-24

☐

25-29

☐

30-34

☐

35-39

☐

40-44

☐

45-49

☐

50-54

☐

55-59

☐

60-64

☐

65+

☐

(Office use only)
Applicant Ref:

Prefer
not to
say

Gender

Female

Intersex

Male

Non-binary

Prefer not to
say

Is the gender you identify with the same as your gender registered at birth?

Yes

No

Prefer
not say

Are you married or in a civil partnership?

Yes

No

Prefer
not 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.

Arab ☐

Asian/Asian British - Any other Asian background, (please state below)

Asian/Asian British - Bangladeshi ☐

Asian/Asian British - Chinese ☐

(Office use only)
Applicant Ref:

Asian/Asian British - Indian ☐

Asian/Asian British - Pakistani ☐

Black/ Black British - African ☐

Black/ Black British - Caribbean ☐

Black/Black British - Any other Black background (please state below)

Any other mixed background, (please state below)

Mixed/multiple ethnic groups - White and Asian ☐

Mixed/multiple ethnic groups - White and Black African ☐

Mixed/multiple ethnic groups - White and Black Caribbean ☐

White - British ☐

White - English ☐

White - Gypsy or Irish Traveller ☐

White - Irish ☐

White - Northern Irish ☐

White - Scottish ☐

White - Welsh ☐

Any other white background, (please state below)

Any other ethnic group, (please state below)

Prefer not to say ☐

If you have selected any category above giving the option to state more information, please use this space to do so.

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(Office use only)
Applicant Ref:

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. We encourage staff and managers to have ongoing conversations about individual needs.

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 support necessary for you to fulfil the duties of the job.

MGS will guarantee an interview to people with disabilities who meet the essential criteria in our person specification. 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.

Please note, we always make best efforts to implement this however there may be occasions where it is not practicable to interview all disabled people that meet the essential criteria for the job. For example if we receive a very high number of applications meeting this criteria. In this situation we will consider a reasonable alternative approach – for example setting a maximum number of interviews and ensuring that a proportion of interviews are offered to the disabled candidates who best meet the essential criteria for the job.

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?

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?)