

Before you apply for one of our roles, we suggest you read all of this Guidance Note, so that you understand our application process. When applying for an NTS vacancy you can ***either*** submit an **NTS application** form or submit your **curriculum vitae (CV)**.

### **Completing your application form:**

- Please read the Job Description carefully and answer the questions on the form in a way that helps us understand how your skills, experience, and qualifications are a potential match for the job.
- Please answer ***all*** the questions on the form (sticking to word limits where we have given them). If you don't we are unlikely to take your application further.

### **Submitting your application form:**

- Please complete and return the application form as a .doc or .docx file to [workforus@nts.org.uk](mailto:workforus@nts.org.uk), no later than the closing date on the Job Description and our vacancies site.
- If you need to submit your application form in a different format, or using a different font, font size or font colour, in support of a condition or impairment you have, then please do so.
- If your application reaches us after the closing date we will not normally accept it.

### **What we do with your application form/Curriculum Vitae (CV):**

- When you submit your application form you'll receive an automated response acknowledging that it has arrived with us in our inbox.
- We will then separate your personal details from the form and keep this securely, whilst the recruiting line manager for the role for which you have applied reviews the rest of your application (the part from "Your Reasons For Applying" onwards).
- The recruiting line manager will make a decision about whether to invite you to interview you or not, and only if you are to be invited to interview will your contact details be given to them so that they can be in touch with you about interview arrangements.
- If you have not heard from us 4 weeks after the closing date for applications then you can presume that we will not be taking your application further. Please understand that because of the number of vacancies we handle in the Trust, and the number of applicants we can get for each vacancy, we are unable to tell applicants individually if they are not being invited to interview.

### **Submitting your Curriculum Vitae (CV):**

- Please submit your Curriculum Vitae (CV) as a .doc or .docx file to [workforus@nts.org.uk](mailto:workforus@nts.org.uk), no later than the closing date on the Job Description and our vacancies site.
- Please ensure your Curriculum Vitae (CV) is titled your first initial and surname.
- If you need to submit your Curriculum Vitae (CV) in a different format, or using a different font, font size or font colour, in support of a condition or impairment you have, then please do so.
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean" If your email does not state these details it will be returned to you for correction.
- If your Curriculum Vitae (CV) reaches us after the closing date we will not normally accept it. If your Curriculum Vitae (CV) is not correctly i.e. your first initial and surname we will return it to you for correction.
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## **If you are invited for interview**

- If you are to be invited for interview we are most likely to email you or call you.
- If you have access needs to help you attend interview, we are happy to discuss these with you if you are invited to interview – so please do let us know.
- Because of the logistics of bringing together the Selection Panel for an interview date, if you are invited to interview and the date does not suit you we cannot guarantee to be able to offer you an alternative and your application may then be suspended – you should make every effort to attend the time and date we offer.
- If you are invited for interview you will be asked to bring (or send):
  - Proof of eligibility to work in the UK – usually a UK passport, or UK birth certificate + National Insurance card/proof – if you cannot provide these then please contact [workforus@nts.org.uk](mailto:workforus@nts.org.uk) to ask for advice about what proofs we find acceptable
  - Proof of the professional and educational qualifications you have stated on your *WorkForUs!* form (i.e. original certificates, membership cards etc).
- It is illegal for us to offer employment to anyone who cannot prove to our satisfaction that they are legally permitted to work in the UK.
- If you are invited to interview you should follow closely the instructions you will be given as some interviews may also involve tours of sites/offices, practical exercises, presentations etc.

## **Our decision making**

- The recruiting line manager's decision to accept or reject your application/CV, to invite you or not invite you to interview, and subsequently to offer or not offer you employment is final and by submitting your application/CV you are thereby accepting the Panel's decision.
- The provision of feedback about your application or interview is entirely at the discretion of the Panel.

## **Data Protection**

- The National Trust for Scotland respects your privacy and will not disclose your personal data to any third party without your consent unless legally required. The National Trust for Scotland will process any personal data that may be collected from you for the purpose of processing your application and maintaining records. For further information, our full Privacy Policy can be found on our website [www.nts.org.uk](http://www.nts.org.uk). Our legal grounds for processing your personal information are our legitimate interests and we will retain data regarding your application for; unsuccessful candidate documents, 6 months from the end of the interview process; Successful candidate documents, will be retained in the personnel file.
- As an applicant, you have the right under the current Data Protection legislation to request to see any data we hold about you – including notes made at shortlisting and interview stages – and we are obliged by law to provide you with this. (But remember that if we are not pursuing your application we will have destroyed your WorkForUs! Form and records relating to you.) should you wish to make a request you must do so in writing to Allan Watson, People Department, The National Trust for Scotland, Hermiston Quay, 5 Cultins Road, Edinburgh EH11 4DF

### **Equal Opportunities Statement**

- We want to hear from applicants from a range of different backgrounds and cultures and encourage diversity across our different teams - in terms of ethnic backgrounds, sexual orientation, gender identity, people of faith, disabled people and women - and those at the intersections of these identities.
- We are committed to equality of opportunity and as such it is the policy of the Trust that all employees and potential employees should be treated equally in relation to employment opportunities, training, compensation, promotion and all other such conditions regardless of age, disability, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We implement our policy ensuring that:
  - Equality of opportunity is considered an integral part of good recruitment practice and that all recruiters understand the possible areas where discrimination may occur in the recruitment process.
  - Individuals are considered for employment, training, promotion and transfer on the basis of their relevant skills, aptitudes, abilities and qualifications.
  - Employment practices and procedures are developed and maintained which ensure equitable treatment for all.
  - All employees are encouraged to develop their potential and to use their skills and abilities to their fullest extent.
- We meet all our legal obligations as laid down in the legislation dealing with equal opportunities.

**Send your completed application form or curriculum vitae to us: [workforus@nts.org.uk](mailto:workforus@nts.org.uk) in a Microsoft Word format (.doc / .docx) to arrive no later than the closing time and date.**