

When applying for an NTS vacancy you can **either** submit an NTS application form or submit your curriculum vitae (CV).

### **Completing an 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 applicable).

### **Submitting your application form/CV**

- Please send your application form/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.
- If you need to submit your application form in a different format, or with a different font, size or colour, in support of a condition or impairment you have, then please do so.
- Please ensure your CV is titled with your first initial and surname.
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject of the email. For example, "Gardener - Culzean".
- If your application reaches us after the closing date, we will not normally accept it.

### **What we do with your application form/CV**

- When you submit your application, you'll receive an automated acknowledgement.
- The recruiting line manager will make a shortlist of those they wish to invite to interview.
- 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 are unable to tell applicants individually if they are not invited to interview.

### **If you are invited for interview**

- If you are successfully shortlisted for interview, the hiring line manager will email or call you to discuss your availability.
- If you require adjustments to help you attend interview, please do make the hiring manager aware as we are happy to discuss these with you.
- Because of the logistics of bringing together a 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 – you should make every effort to attend the time and date offered.
- If you are invited for interview, you will be asked to bring (or send):
  - Proof of eligibility to work in the UK – a UK passport, or UK birth certificate & National Insurance card/proof – if you cannot provide these please contact [workforus@nts.org.uk](mailto:workforus@nts.org.uk) to confirm what is acceptable
  - Proof of professional and educational qualifications you have stated in your application (i.e. original certificates, membership cards etc.).
- It is illegal for us to offer employment to anyone who cannot prove they are legally permitted to work in the UK.
- Some interviews may involve tours of sites/offices, practical exercises, presentations etc, so please follow instructions closely.

## **Our decision making**

- The recruiting line manager's decision to offer or not offer you employment is final and by submitting your application/CV you are thereby accepting the Panel's decision.
- Provision of feedback about your 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; 12 months from the end of the selection process.
  - successful candidate documents; 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. Please note as above - if we are not pursuing your application, we will have destroyed any data relating to you 12 months from the end of the selection process.
- Should you wish to make a data request you must do so in writing by email to [AskPEA@nts.org.uk](mailto:AskPEA@nts.org.uk).

## **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 aged, 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.