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# Application Guidance Notes





Thank you for your interest in working for Historic Environment Scotland.

To give you the best possible opportunity of obtaining a position with us, these notes will help you to create your application and to give you information about working for us.

Please take a few minutes to read through the information before filling out the application form.

## **Eligibility to work for us**

As a Public Service organisation, we welcome applications from all nationalities. We ask that anyone wishing to apply for one of our advertised posts ensure that they have the right to work in the UK. If you do not hold the right to work in the UK and require a Skilled Worker visa sponsorship, please list this on your application. Jobs that are eligible for the Skilled Worker visa will be noted on the job description.

### *EEA citizens granted status under the EU Settlement Scheme (EUSS)*

From 1 July 2021, the majority of EEA citizens will prove their right to work using the Home Office online right to work service. Those who have made a successful application to the EUSS will have been granted their immigration status digitally and can only prove their right to work using Home Office online service 'prove your right to work to an employer' available on GOV.UK: <https://www.gov.uk/prove-right-to-work>.

If an EEA citizen has been granted 'Settled Status' by the Home Office, they will have a continuous right to work, in the same way as someone with Indefinite Leave to Enter / Remain status.

If an EEA citizen has been granted 'Pre-Settled Status' by the Home Office, they will have a time-limited right to work and you must carry out a follow-up check. The Home Office online service will advise when a follow-up check must be carried out.

If you are unsure of the documentation you require to confirm your right to work in the UK, please see the eligibility section in this document or contact the UK Border Agency on 0870 606 7766, [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

If you are invited to an interview, we will ask that you bring evidence showing your right to work in the UK (photocopies are not accepted) with you.

## **Methods of applying**

We use an online application system which is an effective and secure method for completing and submitting your application. By registering with us you can apply for posts and create job alerts so we can tell you about any newly advertised posts.

The online system will also give you access to all the supporting application papers.

To register with us please visit us at [www.historicenvironment.scot/about-us/work-for-us/](http://www.historicenvironment.scot/about-us/work-for-us/)



## Alternative formats

The application form and supporting papers are available in electronic or hard copies.

Please contact Historic Environment Scotland, Human Resources, Longmore House, Salisbury Place, Edinburgh, EH9 1SH or email [recruit@hes.scot](mailto:recruit@hes.scot)

## The application form

Making a good impression is vital as your application form will be your first point of contact with us. It will be used by the recruiting team to decide to invite you for an interview; therefore it is essential that you complete it as fully as possible. This applies equally to our internal candidates too as we cannot make any assumptions about your abilities and do not take into account any previous applications you have made.

If you are completing the application form by hand then please ensure you complete the document in black ink. This will help us if photocopies are required. Please fill in all sections of the application form and mark 'not applicable' or N/A to sections or competencies not required for the post.

If you are submitting a typed/handwritten application form then please ensure you allow enough time for the postal service. The Historic Environment Scotland cannot be held responsible for application forms lost or delayed in the post.

## How to complete the Application Form

The application form will advise you which one of two methods you will use to apply for your role: either by providing one example of each of our core competencies **OR** by completing a Statement of Competence. Find out more on each below:

### Standard Competency Application

The job description in your application pack lists all the essential & desirable criteria for the post you are applying for and we ask that you provide one example, using no more than 200 words per competency that best illustrates how your experience is relevant. The Knowledge and Experience competency allows a word count of 1,000 words.

When considering your competency, you should be telling your clear story with a beginning, a middle, and an end. Make sure that the examples are specific and does not talk about your role in general terms.

You can consider to break down your examples using the STAR technique

- Situation – give a brief outline of the context
- Task – What did you want to achieve? What were your aims / objectives?
- Action – What did you personally do?
- Result – What was the result?

Failing to demonstrate that you meet the minimum criteria, could mean that you are not invited for an interview.

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## Statement of Competence

In some cases, the application process might include completion of a Statement of Competence, rather than separate competencies. This section should be used to demonstrate how you meet the essential and desirable requirements of the role, providing examples where possible. In most cases, the word count for this is limited to 1,500 words. If this role that you are applying for requires this, please find further hints and tips on our Statement of Competence guidance sheet as part of your application pack.

Please note: Historic Environment Scotland operates a Guaranteed Job Interview Scheme which applies to all posts and guarantees an interview to any applicant with a disability provided they meet the minimum criteria for a job vacancy.

The minimum criteria are all the essential criteria (competencies and others) listed in the enclosed job description.

## Further information in support of your application

### *Application supporting statement*

This section is for you to provide any additional information about yourself which you feel is relevant to the post for which you are applying and has not already been mentioned. This is your opportunity to promote yourself and to provide evidence that you match the criteria of the post that you are applying for.

Please read the job description before completing the application form as it provides all the information of the post being advertised as well as information about the competencies that are essential or desirable to the post. The job description will also contain the knowledge, skills, experience and qualifications that an ideal candidate will have to enable them to undertake the job.

You may find it useful to keep a copy of your submitted application form to refer to if you are invited to an interview.

## Final statement

The application form requires you to certify that you agree with the statement. Deliberately providing false or inaccurate information or deliberately omitting to provide information requested could result in your application being disqualified. If this only becomes apparent after an offer has been made, the offer may be withdrawn. If this only becomes apparent after commencement of employment in post, this could result in dismissal.

## Submitting your application form

Before submitting your application form please ensure that you take time to read through the form to check for any errors or omissions as you will not be able to make any changes once the form has been submitted.

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If using the online recruitment system, you can save your application at any time before submitting it but remember that we will only be able to view your application form once you have selected “send application”.

For hard copy applications please send to the Human Resources address detailed above.

### **Interview Expenses**

Historic Environment Scotland does not pay interview expenses. Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.



## Eligibility for Working for us

### Eligibility

We welcome applications from all nationalities and ask that you let us know if you have the right to work in the UK, this includes candidates with UK citizenship.

If successful in being offered a role with us, you will be asked to show us your right to work in the UK so that we can carry out the appropriate checks.

Your right to work in the UK can be proved through:

- Passport or
- Birth Certificate/ Adoption Certificate or
- Relevant VISA documents
- Settled or Pre-Settled Status share code

The list of appropriate VISA documents are:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. An online Share Code issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card issued by the Home Office.
4. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office
5. A Permanent Residence Card issued by the Home Office
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance.

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## Security Clearance

All successful applicants will undergo security clearance and when offered a position with Historic Environment Scotland. You will be asked to produce the following documents for our security clearance checks - please note that all the documents must be **originals** – photocopies will not be accepted.

### Right to work in the UK - Please bring:

- Passport or
- Birth Certificate/ Adoption Certificate or
- Relevant VISA documents
- Settled or Pre-Settled Status share code

### If your Right to Work in the UK is non-photographic then you'll need to provide one of the following photographic ID's:

- Photo driving licence
- Passport
- National identification card

If you don't have a suitable Photographic ID, we will need 2 identical passport photos of you signed on the back, by someone who works in a recognised profession confirming the pictures are a true likeness of you. They should also provide a letter confirming who they are; their occupation; their address; how long they have known the candidate (must be at least 2 years); confirm that they are over 18; confirm that they hold a current British or Irish passport (and give the passport number)

### Qualifications

- If any were listed on the job description, you will need to produce original copies of the respective qualifications.

Please contact the HR team via [HES Recruitment](#) if you have any queries with the required documents.

Successful candidates will be required to produce a Basic Disclosure certificate less than 12 months old, this is expected to be produced before appointment commences. In some cases we will be able to offer you an appointment pending the arrival of your certificate.

A Disclosure certificate can be obtained directly from Disclosure Scotland's website and we will refund the cost of the certificate to all successful applicants.

Historic Environment Scotland is committed to the protection of children and vulnerable adults. Therefore, we will require an up to date PVG disclosure to be obtained where necessary.



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## Convictions

We will not discriminate against ex-offenders, and ask that you give us details of any previous convictions, this will not automatically prevent you from getting a job. We will consider how previous convictions could affect the job and if the offence is relevant to the type of work you would be doing.



## Working for us

### Working Hours

Our full time hours are 42 per week including meal breaks – you will be expected to work 37 hours per week. Our part-time hours are as advertised and our Monument Conservation Units work annualised hours.

### Annual Leave

You will begin on 25 days (185 hours) paid holiday each year. This rises to 30 days (222 hours) after you've completed 5 years of continuous service. You also get 11.5 days' (85 hours 6 minutes) paid public and privilege holidays each year.

This will be pro-rated for part time staff.

### Staff Pass & Staff Discounts

The successful candidate will be issued with a staff pass which provides free access to all our monuments as well as English Heritage, Manx and CADW sites for the individual and family members. In addition, all our employees are entitled to a discount in all of our retail outlets.

### Flexible working

We feel that a work–life balance is essential and therefore offer:

- flexible working hours
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers

### Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at Edinburgh Leisure gyms
- interest free loans for bicycles (and travel passes)

### Salary & Pay Range

The starting salary and pay range for this post are given in the Job Description. If successful you will normally start at the minimum of the scale.

### Pension

We offer a range of valuable pension arrangements, including Civil Service and stakeholder pension schemes. So you can choose the pension that suits you best.

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## Probation

Successful permanent candidates will carry out a 9 month probationary period with our part year permanent staff will carry out 5 month probations due to the seasonal period that they work.

Confirmation of the appointment will be dependent on the successful completion of this probationary period.

## Health and disability

We are positive about persons with disabilities. We endeavour to make reasonable adjustments to enable employees to perform their duties to the best of their ability.

If you require a reasonable adjustment, the recruiting manager will contact you to discuss the requirements you have indicated.

## Equal opportunities data

### Sensitive information

We are committed to equality and diversity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, membership or non-membership of a trade union, nationality, political belief, race or ethnic origin, religion or belief, sexual orientation or any other irrelevant distinction.

As part of this commitment we undertake equal opportunities monitoring of our workforce and also of applicants for jobs to enable us to evaluate the effectiveness of our policies and procedures.

The information on the form will be treated as confidential and will be issued in accordance with the requirements of the Data Protection Act 1998. The information will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal, confidential record. The form, including date of birth, will not be seen by any members of the short listing or interview panel.