



FOIRM TAGRAIDH
APPLICATION FOR EMPLOYMENT

Tha am foirm tagraidh seo airson tagraidhean ann an Gàidhlig a mhàin. Ma tha thu ag iarraidh tagradh ann am Beurla nach cleachd sibh am foirm tagraidh air-loidhne air ar làrach-lìn.

This application form is for applications in Gaelic only. If you would like to apply in English please use the online application form found on our website

Lìon gach pàirt den foirm seo ann an inc dhubh no cleachd clò meud 11 no nas motha. Ma dh'fheumas tu leth-bhreac den fhoirm seo ann am format diofraichte (m.e. clò nas motha) nach cuir thu post-d gu recruit@hes.scot. Feuch gun leugh thu na sgrìobhainnean stiùiridh air ar làrach-lìn mus lìon thu am foirm seo.

Please complete all sections of this form in black ink or type using Font size 11 or larger. If you require a copy of this form in an alternative format (e.g. large print) please email recruit@hes.scot. Please refer to the guidance notes on our website before completing.

Thèid tagraidhean an gabhail à thagraichean aig a bheil a' chòir a bhith ag obair agus a' fuireach san Rìoghachd Aonaichte (RA).

Applications will only be accepted from candidates that are eligible to live and work in the UK.

Tìotal an Dreuchd <i>Post Title</i>		Reifreans Trusaidh <i>Reference No.</i>		Latha dùnaidh <i>Closing Date</i>	
---	--	---	--	---	--

1. Fiosrachadh Pearsanta

Personal Information

Sloinneadh <i>Surname</i>		Ciad Ainm(ean) <i>First Name</i>	
-------------------------------------	--	--	--

Seòladh Dachaigh le Còd Puist <i>Home Address Including postcode</i>	
--	--

Fiosrachadh Conaltraidh (Ma tha seo diofaraichte bho gu h-àrd) <i>Contact Details (If different from above)</i>

**Fòn/Seòladh post-dealain. Cuir cromag sa bhogsa as fheàrr leat.***Phone/Email details. Please tick the preferred option.*

Dachaigh <i>Home</i>	<input type="checkbox"/>	Fòn-làimhe <i>Mobile</i>	<input type="checkbox"/>
Obair <i>Business</i>	<input type="checkbox"/>	Post-d <i>Email</i>	<input type="checkbox"/>

Àireamh an Àrachais
Nàiseanta
National Insurance
*Number***Nàiseantachd aig**
àm Breith
*Nationality at Birth***Nàiseantachd**
Làthaireach
*Present Nationality***Nàiseantachd**
Dà-fhillteachd
*Dual Nationality*Tha/Yes
Chan eil/No **Ma tha, nach leig thu**
fios air an dà
nàiseantachd
If yes, please let us know
*both nationalities***A bheil còir agad a bhith ag obair san RA?**
*Are you eligible to work in the UK?*Tha/Yes Chan eil/No **A bheil thu buailteach dha/air do chuir fo smachd**
in-imriche? (feumach air VISA gus fuireach is
obair san RA)*Are you subject to immigration control? (require a*
*VISA to live and work in the UK)*Tha/Yes Chan eil/No **Nach leugh thu Notaichean Stiùiridh Thagraidhean.***Please refer to the General Information for Applicants guidance.*



A bheil dìtidhean eucoir làthaireach agad? <i>Do you have any unspent criminal convictions?</i>	Tha/Yes <input type="checkbox"/>	Chan eil/No <input type="checkbox"/>
<small>Nach leugh thu Notaichean Stiùiridh Thagraidhean. Please refer to the General Information for Applicants guidance.</small>		
Ma tha, bheir barrachd fiosrachadh/If Yes please specify:		

2. Fiosrachadh coitcheann

General information

Ciorram (Chan fheumar na ceistean a leanas a fhreagairt mura h-eil thu airson sin a dhèanamh) <i>Disability (You do not need to answer these questions unless you wish to do so)</i>		
<p>Tha Àrainneachd Eachdraidheil Alba na Fastaiche Disability Confident mar phàirt de Sgeama Disability Confident. Tha Àrainneachd Eachdraidheil Alba ag obrachadh Sgeama Agallamh Obrach Bharantaichte a tha buntainneach do dhreuchdan uile agus a' barantachadh agallamh do thagraiche sam bith le ciorram mar a tha e air a mhìneachadh anns an Achd Co-ionannachd 2010, ma tha iad a' coileanadh ìre nan slatan-tomhais as lugha don dreuchd fhalamh. Is iad na slatan-tomhais as lugha, na slatan-tomhais uile (comasachdan is eile) a tha air an liosta san tuairisgeul obrach.</p> <p><i>Historic Environment Scotland is a Disability Confident Employer as part of the Disability Confident scheme. We operate a guaranteed job interview scheme which applies to all posts and guarantees an interview to any applicant with a disability as defined by the Equality Act 2010 provided that they meet the minimum criteria for a job vacancy. The minimum criteria are all the essential criteria (competencies and others) listed on the Job Description/Person Specification attachment.</i></p>		
A bheil thu a' tagairt agallamh obrach bharantaichte air a' bhunait gu bheil ciorram ort agus gu bheil thu a' coileanadh nan slatan-tomhais as lugha don dreuchd seo? <i>Do you claim a guaranteed interview on the basis that you have a disability and meet the minimum criteria for the job vacancy?</i>	Tha/Yes <input type="checkbox"/>	Chan eil/No <input type="checkbox"/>
<p>Tha Àrainneachd Eachdraidheil Alba dealasach a thaobh co-ionannachd is iomadachd. Tha sinn ag amas air a bhith nar buidheann in-ghabhalach, far a bheilear a' cur luach air iomadachd le comas air luchd-obrach eadar-mheasgte fhastadh agus a chumail, a tha a' nochdadh nan coimhearsnachdan ionadail air a bheil an luchd-obrach a' frithealadh.</p> <p>Bidh sinn a' dèanamh ar dìcheall gus dèiligeadh gu cothromach agus le spèis, a thaobh cosnaichean, tagraichean agus a' phobail air fad, ge bith aois, gnè, ciorram, ath-bhuileachadh gnè, pòsadh agus com-pàirteachas sìobhalta, cinneadh, creideamh, leatromachd is màthaireachd no aomadh gnèitheach – na feartan dìonte a rèir Achd na Co-ionannachd 2010.</p> <p><i>Historic Environment Scotland is committed to promoting a culture of equality and diversity. We seek to be an inclusive organisation, where diversity is valued with the ability to recruit and retain a diverse workforce that reflects the local communities it serves.</i></p>		

Àrainneachd Eachdraidheil Alba – Taigh Longmore, Àite Salisbury, Dùn Èideann, EH9 1SH

Àireamh Carthannais Albannach **SC045925**

Àireamh VAT **GB 221 8680 15**



We endeavour to ensure that all staff members, job applicants and members of the public are treated fairly and with respect irrespective of age, gender, disability, gender reassignment, marriage and civil partnership, race, religion, pregnancy and maternity or sexual orientation – the protected characteristics as outlined in the Equality Act 2010.

Ma tha ciorram ort agus ma gheibh thu cuireadh gus deuchainn a dhèanamh no gu agallamh, am bu thoil leat rèiteachaidhean sònraichte sam bith? Ma tha rèiteachaidhean sònraichte a dhìth, thoir seachad mion-fhiosrachadh gu h-ìosal.

If you have a disability and are invited to sit a test or attend an interview would you like any particular arrangements made? If so please give details below:

Càite an do dh'ionnsaich thu mun dreuchd seo? Ma dh'ionnsaich thu mun dreuchd tro pàipear-naidheachd, làrach-lìn, foillseachan phroifeiseanta no ionad-obrach, bheir barrachd fiosrachadh gu h-ìosal.

Where did you learn about this job? If you learned about the job through a newspaper, website, professional publication or job centre please provide details below.

A bheil cinn-là ann nach eil freagarrach dhut airson agallamh? Ma tha, cuir barrachd fiosrachadh gu h-ìosal.

Are there any dates that you are not available for an interview? If yes, please specify below.

A bheil thu càirdeach do chosnaiche sam bith aig Àrainneachd Eachdraidheil Alba?

Are you related to any employee of Historic Environment Scotland?

Tha/Yes

Chan eil/No

Ma tha, nach sgrìobh thu an ainm, an dreuchd agus nàdar do dhàimh.

If yes, please provide their name, occupation and the nature of your relationship.

Nota: Thèid tagraiche sam bith a bhios a' canabhas cosnaiche Àrainneachd Eachdraidheil Alba gu dìreach no gu neo-dhireach di-chòireachadh bhon phròiseas fastaidh.

Note: Any candidate who directly or indirectly canvasses an employee of Historic Environment Scotland will be disqualified from the recruitment process.

3. Foghlam agus Teisteanasan

Educational, technical and professional qualifications

Àrainneachd Eachdraidheil Alba – Taigh Longmore, Àite Salisbury, Dùn Èideann, EH9 1SH

Àireamh Carthannais Albannach **SC045925**

Àireamh VAT **GB 221 8680 15**



Cuspair (m.e. Eòlas Gnothachais) <i>Subject studied (e.g. Business administration)</i>	Seòrsa Teisteanas (m.e. GCSE, Ìre Choitcheann, Àrd Ìre, Ceum) <i>The type of qualification (e.g. GCSE, Standard Grade, Higher, Degree)</i>	Ìre/Comharra <i>Grade/Mark</i>

Ballrachd de bhuidhnean proifeasanta

Membership of professional bodies

Ainm a' bhuidheann phroifeiseanta <i>Name of the professional body</i>	Ìre de bhallrachd <i>Level of membership</i>	Ceann-latha ùrachaidh <i>Renewal date</i>

4. Eachdraidh Cosnaidh

Employment History

Innis mu ur n-obair làithreach agus eachdraidheil. Tòisich leis am fastaiche as ùire. Ma tha thu air barrachd na aon dhreuchd a dhèanamh le fastaiche, innis mu gach dreuchd fa leth. Innis am fiosrachadh a leanas:

Please give details of your current and previous employment. Start with your current or most recent employer. If you have held more than one position with the same employer, please detail each position separately. Please provide the following information:

Ainm, seòladh agus nàdar buidheann na fastaiche <i>Employers name, full address and nature of business</i>	Tìotal an dreuchd agus ùine san dreuchd <i>Job title and duration of employment</i>	Cunntas goirid den dreuchd <i>Brief description of role</i>	Adhbhar airson fàgail <i>Reason for leaving</i>



--	--	--	--

(Cùm a' dol air duilleag a bharrachd ma tha feum air
Please continue on separate sheet if required)

5. Comasachdan

Competencies

Aithris Comasachd - Statement of Competency

Feuch an toir thu seachad aithris comasachd, a' sealltainn gu bheil thu freagarrach airson na dreuchd le bhith a' dèiligeadh ris na feumalachdan riatanach agus riatanasan ion-mhiannaichte a tha air am mìneachadh anns an earrainn 'Fiosrachadh, sgilean agus eòlas' den tuairisgeul obrach. Cha bu chòir seo a bhith nas fhaide na 2,000 facal.

Please provide a statement of competence, demonstrating your suitability for the role by addressing the essential and desirable criteria set out in the 'Knowledge, Skills & Experience' section of the job description. This should be no longer than 2,000 words.



6. Fiosrachadh a bharrachd

Additional Information

Ma tha sgilean, eòlas no teisteanasan air a bheilear den bheachd a tha buntainneach don dreuchd seo, dean liosta anns a' bhogsa gu h-ìosal is thèid beachdachadh air mar phàirt den tagradh agad.

If you have any other skills, experiences or qualifications that you feel are relevant to this post, please list it in the section below as it will be considered as part of your application.

Tha ainm sgrìobhte eileagtronaigeach iomchaidh.

An electronic signature is acceptable.

Ainm sgrìobhte <i>Signature</i>		Ceann- latha <i>Date</i>	
---	--	--	--

Nuair a tha thu deiseil nach cuir thu am foirm seo gu recruit@hes.scot. Dèan cinnteach gu bheil am foirm seo a-steach ro an latha dùnaidh a tha air ainmeachadh san tuairisgeul obrach.

When completed, please return this form to recruit@hes.scot. Please ensure that this form arrives before the closing date given in the job description.

7. Reifreansan

References

A. Feuch an toir thu seachad fiosrachadh airson dà reifreans obrach – feumaidh gur e aon dhiubh am fastaiche agad an-dràsta no am fastaiche as ùire agad mura h-eil thu ag obair an-dràsta

B. Mura h-eil agad ach aon fhastaiche bu chòir gum biodh an dàrna reifreans agad na reifreans caractar.

C. Mura h-eil thu air obair riamh no ma tha thu fhathast ann am foghlam làn-ùine no air fhàgail o chionn ghoirid, thoir seachad ainm agus seòladh na sgoile/colaiste/oilthigh mu dheireadh anns an robh thu an làthair le ainm agus fiosrachadh conaltraidh do chuideigin a tha eòlach air do chuid obrach, do ghiùlan msa. Bu chòir don dàrna reifreans agad a bhith na iomradh caractar.



A. Please give details of two employment references - one of which must be your present employer or if not currently employed your most recent employer.

B. If you have only had one employer then your second reference should be a character reference.

C. If you have never been employed or if you are still in or have recently left full-time education please provide the name and address of the last school/college/university you attended with the name and contact details of someone who is familiar with your work, conduct etc. Your second reference should be a character reference.

*** Feuch an innis thu an e reifreans fastaiche, caractar no acadaimigeach a tha seo.**

**Please indicate if this is an employer, character or academic reference.*

Ainm a' chiad Reifreans <i>1st Reference Name</i>		Ainm an dàrna Reifreans <i>2nd Reference Name</i>	
Fastaiche Caractar Acadaimigeach <i>Employer Character Academic</i>	*	Fastaiche Caractar Acadaimigeach <i>Employer Character Academic</i>	*
Seòladh <i>Address</i>		Seòladh <i>Address</i>	
Fòn <i>Telephone</i>		Fòn <i>Telephone</i>	
Post-d <i>Email</i>		Post-d <i>Email</i>	
Buidheann/Dreuchd <i>Business/Occupation</i>		Buidheann/Dreuchd <i>Business/Occupation</i>	

Chan iarr sinn teisteanasan ach airson an tagraiche soirbheachail

We will request references only if you are the successful candidate

Aithris Dion Dàta

Data Protection Statement



Thèid am fiosrachadh a bheir thu seachad air an fhoirm seo agus am fiosrachadh a gheibhear bho thùsan agus pàircean iomchaidh eile a chleachdadh gus d' iarrtas cosnadh a làimhseachadh. Thèid am fiosrachadh pearsanta a bheir thu dhuinn a chleachdadh ann an dòigh dhìomhair gus ar cuideachadh le sgrùdadh air ar pròiseas fastaidh.

Ma shoirbhicheas leat le do thagraidh agus ma thèid thu a dh'obair còmhla rinn, thèid am fiosrachadh a chleachdadh ann an rianachd na h-obrach agad leinn agus gus fiosrachadh a thoirt dhut mu ar deidhinn no treas phàrtaidh tron bhileag-pàighidh agad. Faodaidh sinn cuideachd am fiosrachadh a chleachdadh ma tha gearan no dùbhlann laghail ann a bhuineas don phròiseas fastaidh seo.

Faodaidh sinn sgrùdadh a dhèanamh air an fhiosrachadh a chaidh a chruinneachadh le treas phàrtaidhean no le fiosrachadh eile a th'againn. Faodaidh sinn cuideachd fiosrachadh treas-phàrtaidhean sònraichte a chleachdadh no a thoirt seachad airson casg no lorg eucoir, gus airgead poblach a dhìon, no ann an dòighean eile mar a tha ceadaichte fon lagh. Le bhith a' soidhneadh am foirm tagraidh bidh sinn a' gabhail ris gu bheil thu ag aontachadh ri làimhseachadh dàta pearsanta mothachail a rèir ar clàradh leis a' Choimiseanair Dion Dàta.

The information that you provide on this form and that obtained from other relevant sources and enclosures will be used to process your application for employment. The personal information that you give us will be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

Foirgheall

Declaration

Le bhith a' soidhneadh an earran seo:

Tha mi a' cur an cèill gu bheil am fiosrachadh anns an fhoirm seo agus anns a h-uile earrann fìor agus tha mi a' tuigsinn ma shoirbhicheas leam leis an tagradh seo, ach mu lorgar aithris sam bith an dèidh sin a tha fallsa no meallta, gum faod Àrainneachd Eachdraidheil Alba tairgse obrach sam bith a tharraing air ais no mo chur às an dreuchd.

Tha mi a' tuigsinn gu bheil a h-uile tairgse obrach an-toiseach air chumhachan agus an urra ri teisteanasan, fianais mheidigeach, sgrùdadh iomchaidh Disclosure Scotland (no sgeama co-



ionann an dùthaich còmhnaidh) agus ion-roghnachd airson obair san Rìoghachd Aonaichte, agus feumaidh iad seo uile a bhith riarachail do Àrainneachd Eachdraidheil Alba.

Tha mi air an Aithris Dìon Dàta a leughadh agus a thuigsinn agus tha mi ag aontachadh gun cleachd mi an dàta pearsanta agam airson nan adhbharan a chaidh a mhìneachadh.

By signing this section:

I declare that the information contained in this form and all sections is true and understand that if I am successful in this application, but any statement is subsequently discovered to be false or misleading, Historic Environment Scotland may withdraw any offer of employment or dismiss me from the employment.

I understand that all initial offers of employment are conditional and subject to references, medical evidence, satisfactory Disclosure Scotland check (or country of residence equivalent) and the eligibility to work in the United Kingdom, all of which must be satisfactory to Historic Environment Scotland

I have read and understood the Data Protection Statement and agree to the use of my personal data for the purposes described.

Ma thathar ga lìonadh gu eileagtronaigeach tha ainm sgrìobhte eileagtronaigeach iomchaidh airson an tagradh seo agus ma shoirbhicheas leat thèid iarraidh ort a' shoidhneadh le peann.
If completing electronically then an electronic signature is acceptable for this application and if successful then you will be required to sign again by hand.

Ainm sgrìobhte <i>Signature</i>		Ceann-latha <i>Date</i>	
---	--	-----------------------------------	--

Nuair a tha thu deiseil nach cuir thu am foirm seo gu recruit@hes.scot ro an latha dùnaidh agus cleachd an reifreans trusaidh ann an tìotal do phost-d.

Dèan cinnteach gu bheil am foirm seo a-steach ro an latha dùnaidh a tha air ainmeachadh san tuairisgeul obrach. Mòran taking airson ùine a chur seachad a tagradh gu Àrainneachd Eachdraidheil Alba.

When completed, please return this form to recruit@hes.scot ahead of the closing date and use the job reference in the subject line of the email.

*Please ensure that this form arrives before the closing date given in the advert.
Thank you for taking the time to apply to Historic Environment Scotland.*