

# Guidance Notes for External Applicants

(Accompanying Application Form B)

These notes are intended to guide you through The British Museum's application procedure and help you to participate in the selection process as effectively as possible. Please read these notes carefully before completing your application.

## Recruitment/Person Specification

Attached to each vacancy you will find a person specification. This outlines the purpose, main duties and responsibilities of the job as well as the knowledge, skills and experience that we are looking for in the successful candidate. It is essential that you read the person specification thoroughly before completing the application form so that you are able to assess how your experience fits with the requirements for the post.

## Application Form

The first stage of the selection process takes the form of an application form and CV. This allows us to shortlist applicants for interview and provides a basis for the interview itself. To ensure fairness to all applicants, any decision during the initial sift is based solely upon the information that you include in your CV. If you wish to apply for more than one post please use a separate form for each application.

### POST APPLIED FOR

Please ensure that you fill in the job title in full as well as the reference number (e.g. 2003/01)

### ELIGIBILITY TO WORK IN THE UK

Please ensure that you give details of any restrictions that you have to work in the EU. If you are selected for interview you will be asked to provide us with proof of your eligibility to work in the UK (e.g. passport, birth certificate)

### DECLARATION

It is essential that you read the declaration then sign and date your application form. Successful candidates may be disqualified later if any information given on the application form is found to be false.

*Please return applications, by post, to the Human Resources, The British Museum, Great Russell Street, London, WC1B 3DG before 12 noon on the closing date. We are unable to accept applications received after this time, except in extenuating circumstances.*

## Short listing

Short listing prior to interview will take place as soon as after the closing date for applications as possible and will be carried out by at least two people. Short listing will be based upon how closely candidates fit the criteria, as set out on the recruitment/person specification.

Unfortunately, due to the high numbers of applications that we receive we are unable to notify those who are unsuccessful at this stage or give specific feedback about why you were not selected.

## Interview

Short listed candidates will be contacted by phone or email and given details of the interview date, time, location and any special requirements. You will also receive a formal invitation to interview by post. If you are able to attend the interview you must confirm with the Human Resources that you wish to do so, either by returning the "confirmation of attendance" card or by phone or email. The interview process may vary from post to post, any activities such as tests or presentations that we require you to undertake as part of the selection process will be outlined in your invitation to interview letter.

If you have a disability and need any adjustments to be made in order for you to participate in the selection process please contact us immediately on receipt of your invitation to interview to discuss your needs.

## Offer of Employment

All offers of employment from The British Museum are subject to satisfactory references, health and security clearances. Additionally, under the asylum and immigration act, we are required to check that anyone taking up employment with us has the legal right to work in the EU. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

Unless otherwise stated on the vacancy details applications will only be accepted from applicants eligible to work in the EU.

## Data Protection

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided on the Diversity Monitoring Form will be used to monitor The British Museum's equal opportunities policy and practices.

All processing of personal data by The British Museum is undertaken in accordance with the principles of the 1998 Data Protection Act. For more information please go to: <http://www.thebritishmuseum.ac.uk/corporate/guidance/DataProtectionCodeofPractice.pdf>



**CONFIDENTIAL**  
**Application Form B**

All applicants should complete this form and return it together with the ethnic monitoring form, to: Human Resources, Great Russell Street, London WC1B 3DG

**POSTAPPLIED FOR.....REFERENCE.....**

**PERSONAL DETAILS**

SURNAME (AND TITLE)	
FORENAME	
SURNAME AT BIRTH (IF DIFFERENT FROM ABOVE)	
DATE OF BIRTH	NATIONAL INSURANCE NO.
PERMANENT ADDRESS	
POSTCODE	
DAYTIME CONTACT NUMBER	
EVENING CONTACT NUMBER	
E-MAIL ADDRESS	

Nationality	Place of Birth
Are you subject to any restrictions which would prevent you from taking employment in the United Kingdom? (Documentary Evidence will be required )	YES/NO Details:
Are you related to any member of the British Museum staff?	
Please let us know if you are disabled and you require any assistance if called for interview	
Dates when not available for interview	
Please tell us where you originally saw this post advertised	

What notice period are you required to give your present employer?	
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## REFERENCES

Please give details of two **employment** references, including your current or most recent employer. It will be necessary to contact them, should your application be successful, therefore please give details of the personnel manager or officer to whom we may refer.

Name and position	Name and position
Address	Address
Postcode	Postcode
Contact telephone number	Contact telephone number
Fax Number	Fax Number
E-mail address	E-mail address
May we contact your current employer now?	YES / NO

## DECLARATION

I declare that the information contained in this application is complete and correct, to the best of my knowledge. I authorise the British Museum to verify information on this form and to the extent permitted by law. I confirm that I have read the Notes for Applicants accompanying this form

Signed	Date
Should you be invited to interview and are unsuccessful on this occasion, do you give us permission to contact you should similar vacancies arise within the next six months?	YES/NO