

**For Internal Use only**

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| Application No. |

Application for Employment

Private and Confidential

**Post Details**

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| Post Title  Enabler (FTC) | Department  Learning and Programmes | Reference  NMS 17/752 |

**Personal Details**

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| Surname  Ho | Initials  S |

**Data Protection Act 1998**

The information collected on the Application for Employment will only be used for the purposes of recruitment and selection for the post you have applied for with National Museums Scotland. The information will not be used for any other purpose nor will it be disclosed to any third party. Please confirm, by signing below, that you give consent for your information to be used for National Museums Scotland recruitment and selection purposes.

I am aware that:

• National Museums Scotland will create computer and paper records for/about me during the recruitment and selection process;

• If successful, National Museums Scotland will create and maintain computer and paper records for/about me during my employment and after I leave; and

• These records will be processed in compliance with the Data Protection Act 1998 or successor legislation.

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| Signature *(please give initials and* ***not*** *forename in signature)*  S.Ho | Date  11/10/2017 |

**Education and Training**

Please provide details of qualifications gained or study being undertaken and examination results which are available. Please also detail any training which you have undertaken which is relevant to this application.

Secondary Education

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| Qualifications gained | Subject | Grades |
| Advanced Higher | Art and Design | A |
| Higher | English | C |
| Higher  Higher  Higher  Higher | Graphical Communication  Maths  Philosophy  Physics | C  C  B  C |

Further and Higher Education

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| Where attended | Qualifications gained |
| Glasgow School of Art | Bachelor of Arts (Honours) |

Other Training Relevant to this Application

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| Name of Course | Provider and Duration |
| PGDE (Primary Education) | Edinburgh University (1 year) |

Membership of Professional Association(s)

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| Name of Professional Association | Membership Level |
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**Employment Record**

Present or Most Recent Employment

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| From Date (Day/Month/Year)  13/02/2016 | Name of Employer  Edinburgh City Council libraries |
| To Date (Day/Month/Year)  Present | Address of Employer  Leith Library, 28-30 Ferry Road, Edinburgh, EH6 4AE |
| Present /most recent salary  **£** 17,500  Full Time Equivalent | Position Held  Library Adviser |

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| Summary of main duties and responsibilities  Main duties- Dealing with general library enquiries; book reservations; re-shelfing returned books. Constantly ensuring that books are being regularly shelfed correctly in-order to increase ease of finding specific titles, a better and relaxed reading atmosphere. Changing and updating books on display. Answer front desk reception calls, reply to email requests. Phone, chase up requested customer reservations/ enquiries.  Morning library duties/rituals; ensure all public library computers are switched on and working; reception desk computer borrowing systems are logged on and working; daily float in till: Daily Newspapers/ magazines are collected, stickered and recorded on Excel. Check diary for any notes/ messages.  Greet members of public waiting, when opening main doors.  Working in Leith Library involves not only satisfying the needs and book requests of borrowers, it also involves assisting and working with vulnerable adults on-a-daily basis; ensuring and assisting those in aid of help, booking computers, book reservations; helping those who aren’t very confident using computers, photocopying, processing application forms communicating and dealing with a variety of individual cases with regards to free bus travel and Young Scot Cards (daily contact with members of the public who have a disability, suffer from mental health or age related).  Through the week planning, preparation, co-ordinating and communicating with the team leader and other colleagues about future events, craft sessions, reading groups and ‘Bookbug’ sessions for the month ahead. I plan, prepare and perform songs, rhymes and stories for the weekly ‘Bookbug’ sessions and share the responsibility/ ideas and the delivery with colleagues. |

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| Achievements:  Having the opportunity to travel; meeting an incredible variety of individuals sharing and exchanging different and similar stories. Connecting with strangers, forming life- long friendships and further developing my understanding of other cultures and customs.  During my year studying the Professional Graduate Diploma in Primary Education (PGDE) I gained a lot of insight and experience working alongside and planning lessons with teachers for different age groups and classes (Pre-School, Early Years, Middle Years and Upper Years). I gained a good understanding of the learning styles and personalities of the children that I taught. Over the course of the year I taught in three different schools, the 5 week placements spent teaching in these different schools increased my confidence extensivley. I developed a teaching style and approach that suited my personality which I believe helped support and compliment not only the learning needs and requirements of the pupils, but also their emotional and social needs. Developing an excellent and respectable rapport with staff and children.  Teaching English as an additional language in a South Korea for two years. The same can be said here also. |

**Previous Employment History**

Please give full details of your previous employment, starting with the most recent. Please include details of any time not accounted for (including unemployment)

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| Date of employment  From To | Name and address of Employer | Position held, description of main duties and responsibilities, achievements and reason/s for leaving |
| 13th Feb 16 Present | Edinburgh City Council Libraries | Library adviser; enjoy working at the library, love engaging and conversing with a diverse group of people of all ages and backgrounds, however my contract is only temporary and contract hours are minimal. I work a lot of overtime but unfortunately don’t accumulate those extra holiday and pension incentives I would like due to my contract. |
| Sept15 Feb 16 | Unemployed | Temporarily signed off sick.  Filling my spare time with things that I enjoyed, inspired me; hiking, crocheting. |
| Sept14 Sept 15 | Pret a Manger | Very fast pace, stressful environment. Was never a long-term plan. However, gained an appreciation for good coffee and further developed my customer service skills. |
| Aug14 Sept 14 | Unemployed  Volunteered | Langfaulds Primary School  Supported teachers, working with small groups of P4 pupils with challenging behaviour. Assisted in facilitating the Spelling word spelling test (SWST) with all age groups in the school. |
| June 14 Aug 14 | Student Loans Company | Assessing individual cases, following up student cases that involved further financial evidence in-order to qualify for student loans and grants. Left, due to the lack of people contact, desk job. |
| April14 June 14 | Unemployed | Returned from my teaching experience in South Korea, resettling back into home territory. |
| Mar14 April 14 | Travelling | Visited Cape Town, South Africa.  Climbed and visited Table Mountain. |
| 5th Mar12 7th Mar 14 | Mokdong Elementary School (South Korea) | Teaching English to children from pre-school to 12 years. Classes consisted of teaching with the aid of an English/ Korean workbook and CD rom. The lessons would focus on key words from the topic that was being introduced. (Prescribed curriculum in the morning)  Non-contact time; involved planning and preparing afterschool lessons and materials; making power points, creating different activities for each of the different age groups. |
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**Statement in Support of Application**

Outline your reasons for applying and how your experience, knowledge and skills meet the job description, person specification and key competencies for the post. All the essential criteria must be covered.

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| I am confident that I can offer an abundance of tangible skills and experiences which will provide relevant experience to this position.  Having recently studied the Professional Diploma in Primary Education, where I have experienced the role as a teacher in Scottish Schools. Planning, preparing resources (i.e. creating and editing Power Point presentations)) and organising lessons at least a week in advance with other teachers and delivering these lessons to the class. Many of the schools had interactive white boards, I would use these regularly in class and encouraged the children to also present their ideas and answers. These schools had a variety of pupils with multiple learning and support needs; (e.g. EAL pupils, hearing difficulties, pupils with serious health issues (diabetes, asthma) and children who suffered from anger, extreme mood changes). Creating lessons to accommodate the needs for these children, made them feel included in lessons. I also used incentives to encourage and motivate learners (e.g. using stickers, verbal praise, acknowledgement and weekly certificates recognising children’s efforts in their school work and attitude). Teaching involves being creative and flexible, sometimes the lessons that I had organised would not go to plan and as a facilitator, I developed the skill to gauge the mood of the children. If a lesson was not going well or if the children looked disinterested, I would adapt it. Or when children were really engaged in a lesson/activity and enjoying themselves, I would prolong that lesson.  From these experiences, I have come to realise that people have different learning needs. Intelligence comes in many forms; people learn in different ways and process information differently, that is why it is important to create a learning environment/ programmes that are as inclusive and accessible as possible to meet the needs of all learners and children.  I think everyone can benefit immensely from a hands-on learning approach. A personal experience of this allowed me to witness how a school trip to the Money Museum benefited and deepened the children’s understanding of the money topic they were learning. I could see how the children responded well to the interaction they were having with the items and how the children were able to reflect on this visit afterwards and produce well descriptive writing pieces in their school work.  With Curriculum for Excellence I can see how relevant learning programmes offered by the National Museum of Scotland compliments and can enhance the learning of the classroom environment in schools. Having taught in classrooms, I can understand the importance of partnership and collaboration with other groups who specialise in different areas outside of schools. (e.g. Libraries, museums, galleries, parks). It is a great learning resource and opportunity not only for the children but for the teachers too, teaching and learning can be enhanced and developed by the sharing of a mixture of ideas and information.  Additionally, teaching English in South Korea for 2 years taught me much about engagement with children and living in working in a foreign country. The feeling of being an outsider makes you feel very exposed as a foreigner, especially when it comes down to communication and doing simple things that you would normally take for granted if you were in your own country. So, I can relate to how foreign visitors may feel, this will enable me to communicate (appreciate and show an interest in other languages) and assist foreign visitors with the necessary support that they may require.  When I first began working in libraries, I would deliver a weekly sharing stories session, this involved reading picture books to young children and discussing the story and characters afterwards. I also post events (deliver ‘Bookbug’ sessions; singing nursery rhymes and songs for babies and toddlers) and make public updates via social media for the library.  Working in the library encourages me to use my own initiative, when there are temporary staff working who have no previous experience working in a library, I will take a leadership role, supervising jobs and supporting that individual as best I can. I work well both independently and in a team. However, I prefer to share and collaborate with others, bouncing ideas off each other and being part of a strong supporting network with colleagues.  Human interaction is a personal strength of mine, I thrive on a mixture of interactions and conversations with a variety of individuals of all ages, cultures and backgrounds. The library hosts many social events and meetings for a variety of different groups and purposes; book groups, computer/ iPad help for the elderly, the knitting group and it is the responsibility of the library staff to ensure rooms are set up for these visitors. I find it very rewarding to be able to assist in the educating of those members who seek my support and advice. Finding solutions to customer enquiries and complaints, being as understanding and diplomatic as possible.  I have a wealth of knowledge and experience that would transfer excellently into this post as an ‘enabler’. I want to be part of this ongoing development in the planning of innovative and creative programmes and have the opportunity in delivering these to a wide audience, inspiring and enriching their understanding of the world. I would be an excellent facilitator in delivering workshops and learning programmes because I have experience and understanding in working with EAL learners, which is an essential quality in working and dealing with foreign audiences.  I am a big believer in continuous development and lifelong learning and would be committed to further development and training offered. I always strive to learn new skills and continue to develop and improve my present skills. I thrive working in a variety of settings that are challenging and unpredictable. Working in schools and libraries has made me more mindful as to how I engage and communicate with different groups of people (e.g. vulnerable individuals, children, elderly and people with poor English) and I enjoy conversing, meeting and working with these diverse groups of people.  I am passionate and confident in the skills, qualities and experience that I can bring to this job role, which makes me a strong candidate as these skills are all necessary and tangible ones that will serve well in a museum setting |

**References**

Please give the details of two referees, one of whom must be a present or most recent employer covering at least 3 years of employment or study. Any offer of employment will be made subject to references which are satisfactory to National Museums Scotland. Where the referees do not cover the last 3 year period continuously please use attached sheet to add supplementary referees.

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| Name and Title  Miss Sandra Wright | Name and Title  Mrs Dorothy Coe |
| Job Title/Position  Team Leader | Job Title/Position  Teaching fellow |
| Organisation/Company  Edinburgh City Council Libraries | Organisation/Company  Edinburgh University |
| Address  Leith Library, 28-30 Ferry Road, Edinburgh, EH6 4AE | Address  Charteris Land (Rm 2.04), Moray House School of Education, EH8 8AQ |
| Email address  Sandra.wright@edinburgh.gov.uk | Email address  Dorothy.Coe@ed.ac.uk |
| Telephone No.  0131 529 5517 | Telephone No.  0131 651 6418 |

May the reference be sought now? Yes x No May the reference be sought now? Yes x No

**Interview Arrangements**

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| Please indicate any dates when you would be unable to attend for interview (we cannot undertake to avoid these dates but will try to do so). |

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| When could you take up post, if appointed?  At least one month after position has been offered. |

**Declaration**

**I verify that, to the best of my knowledge, the information supplied by me on the Application for Employment and on any additional sheet is correct. I accept that false information or omission may lead to dismissal.**

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| Signature *(please give initials and* ***not*** *forename in signature)*  *S.Ho* | Date 11/10/17 |