## How to apply for a Demonstrator Contract (including Marking)

You have been allocated to one of the demonstrating, marking or field demonstrating posts. Your course organiser should have been in contact with you with details of your demonstrating hours. If they have not, we recommend you follow up with them to ensure you are available to demonstrate during the hours allocated to you.

Before you can be paid for the hours you work (over any scholarship hours if applicable), you must be issued an HR Guaranteed Hours Contract. For the T&D Office to be able to issue your contract, you must first apply through the University’s HR website (this should take 10-15 minutes):

1. Please go to [www.vacancies.ed.ac.uk](http://www.vacancies.ed.ac.uk) and search for Vacancy Reference Number **048998**.
2. Click on the job title to open the vacancy and **click the** **apply** button at the bottom of the screen which will take you into the application system.
3. Please register with your personal details. If you have a National Insurance Number please provide it when requested. A National Insurance Number is not required to continue with the application – you can make your application without one. If you do not have a National Insurance Number, please follow this link to find out how you can apply for one: <http://www.ed.ac.uk/schools-departments/careers/looking-for-work/part-time-vacation/rights-at-work/starting-work/national-insurance>. ***Please proceed with the application even if you do not have a National Insurance Number.*)**
4. Please complete the Personal Details to ensure we have your correct name and address.
5. When you save and continue, you will see a checklist of items that are marked optional and required. For Qualifications and Employment History, click on each one and you should then see the words “Section Not Applicable” and a box. You can click on this box and click Return to Checklist.
6. You are required by the HR system to complete the Reference Details. In this section, please provide the name of your Supervisor so we know which section you are with. We will not ask them for a reference.
7. Complete the Additional Questions and Equal Opportunities Monitoring sections.
8. Complete the Supporting Statement section by entering details of the course you are demonstrating on and then demonstrator i.e. “Earth Dynamics Demonstrator”. If you do not have a National Insurance Number, please also add “I do not have a NIN”. You do not need to add any additional information.
9. Complete the Rehabilitation of Offenders section and submit your application.
10. **Bring copies of your passport and visa** (if applicable) to the T&D admin office Room 350B, Grant Institute or bring them to the induction session (if attending). If you are a tier 4 student you must also complete an eligibility to work form.

Over the next few weeks, the T&D Admin Office will process your application to have your contract issued. We will email you to let you know when you can pick up your contract in the Admin Office. You will need to sign the contract and return as soon as possible at this point. Your contract end date will be fixed to your programme of study and you cannot carry out any work after this point.

**You will not be paid for any hours until you have a Guaranteed Hours Contract.**

Please note if you have also been allocated a grade 6 role you must apply for this separately through Vacancy Reference Number **049002**.