# **Job Application Process**

To apply, we are keeping things simple, please send your c.v. and a cover letter to jobs@researchdata.scot. These should be tailored to demonstrate how well you match the essential/desirable criteria detailed in the Person Specification. Let us know if you think this isn’t reasonable for your needs and we’ll do our best to facilitate your application in another format.

It’s really important to demonstrate to us how you meet the criteria in the Person Specification as your application will be assessed on this basis. You might want to use the STAR method: click [here](https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method) for more information. See the [Scottish Government Skills for Success Framework](https://60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com/ugd/60d35c_ff9d527d8ee34d0db0d6fa40aa59adb3.doc) to better understand the competencies.

Only candidates that pass the initial sift will be invited to interview.

Interviews will be carried out by a panel of at least 2 people. For successful candidates, more information will be detailed in the invitation to interview.

Please note that you must have the right to work in the [UK](https://www.gov.uk/government/publications/understanding-your-right-to-work-in-the-uk-eu-eea-and-swiss-citizens/understanding-your-right-to-work-in-the-uk-eu-eea-and-swiss-citizens-accessible-version) as we do not have a Sponsor Licence.

We aim to be an equal opportunities employer and are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To help us monitor how effectively our opportunities are reaching a cross-section of people, please complete the Equalities Monitoring Form – this can be downloaded here: [link](https://60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com/ugd/60d35c_a1f635f43bf24b619bd55ea959af7e83.docx).

# You don’t have to, but if you do all information will be treated confidentially and will be accessed only by those that need to monitor equality, diversity and inclusion issues. People assessing applications and interviewers won’t see this information and, when used for reporting purposes, all information will be anonymised. Please see our [Privacy Notice for Job Applicants](https://60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com/ugd/60d35c_5185eb9161334891ba8fca98f32e9e59.docx).

Please send the form to [jobs@researchdata.scot](mailto:jobs@researchdata.scot) separately from your c.v. and cover letter.

**IMPORTANT**

Your details will be dealt with as noted in our [Privacy Notice for Job Applicants](https://60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com/ugd/60d35c_5185eb9161334891ba8fca98f32e9e59.docx) on the website, click [here](https://60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com/ugd/60d35c_5185eb9161334891ba8fca98f32e9e59.docx).

**Please specify on your cover letter that you give us your consent to hold onto your details.**

If you do not provide consent to hold your details, under data protection requirements, we will have to remove your details immediately after the application process has been completed and you will not be considered further for similar or other vacancies without re-applying.