



Recruitment Information for all applicants

Please read these notes carefully before completing the application form

To keep our costs down and reduce impact on the environment, we encourage you to complete your application form electronically and submit it to us via e mail.

Should you need any assistance in completing your application form or require the application form or job description in a different format, please contact the Human Resources Department on 020 8699 1872 x 177 or e mail vacancy@horniman.ac.uk

Before completing the form

Make sure you read both the job description and person specification for the role. This sets out the main duties and responsibilities of the job and the skills and experience we are looking for.

Once you have read the job description and person specification and have decided to apply, think about your skills and experience that relate to the role and that are relevant to the requirements of the job. Once you have identified these please complete the application form.

Completing the application form

The form is broken down into several sections. Please ensure that you complete all that are relevant. **In the “Statement of how you meet the selection criteria” it is very important that you give examples of how your skills, knowledge and experience match our person specification, since this information will be used when we shortlist.** Please use the “Additional Information” section to tell us about any time unaccounted for elsewhere and anything else you believe is relevant to your application.

Please ensure that you save your completed application form in the format below:
Your Name/Job Reference/Job title – e.g.: Name.....DOC1/12 Documentation Asst.

To ensure fairness to all candidates only the information supplied on the application form will be used to shortlist candidates for interview. Please **do not** send CVs, examples of work or copies of publications.

Recruitment Monitoring and Further Information form

Please also complete **both parts** of this form; you will need to sign it on pages 2 and 4. All equal opportunities monitoring and additional information will be removed prior to short listing and held securely by the Human Resources section.

Declaration

It is essential that you read the declaration, sign (if completing electronically please type your name) and date your application form. Successful candidates may be disqualified later if any information given on the application for is found to be false.

When you have completed your application form do not forget to proof read it and check for any errors. It is also advisable to keep a copy of your application for your own reference.

Short-listing

Short-listing prior to interview will take place as soon as possible after the closing date and will always be carried out by at least two people. If you are shortlisted and invited to attend an interview, HR will pass on your disciplinary information to the Chair of the recruitment panel. If the panel has any concerns about your record they will discuss it with you at the interview to ensure that any issues have been fully explored.

Responding to Applicants

Due to the high volume of applications we receive we very much regret that we are unable to respond to unsuccessful applicants or provide information about why you have not been shortlisted. However, we can provide written confirmation that your application was not successful on request.

Your details in relation to this application will be held on our files throughout the recruitment campaign, following which all records will be destroyed in line with the following time limit:-
Applicants not shortlisted for interview :- nine months from the date on which the vacancy closed
Applicants who are interviewed but not selected: - nine months from the date on which you were informed of this decision.

During this period you may be considered for any other suitable vacancies which we may have, unless you inform us of your objection to this.

Offers of Employment

The advertisement will indicate a salary scale for the post you have applied for. Appointments are normally made on the starting point of the pay scale for the grade.

All offers of employment at the Horniman Museum and Gardens are subject to satisfactory reference, health and security checks applicable to the role. As a minimum, the Horniman complies with the baseline security standards which is a check designed to assure the identity of prospective public body employees.

Relocation expenses

Relocation of other financial assistance will not be given by the Horniman to help with out- of –pocket expenses incurred when an individual relocates as a result of his/her employment with us