

Dundee Industrial Heritage Ltd.

JOB APPLICATION GUIDANCE NOTES

Thank you for your interest in working with Dundee Industrial Heritage Ltd.

This information is a guide to assist you in applying.
Please read it carefully before filling out the application form.

COMPLETING THE APPLICATION FORM

- Use black ink or type - this will help us to photocopy your form.
- Only use the form we provide - we ask all applicants to complete our standard application form. Please **DO NOT SEND IN A CV** instead of, or as well as, our form as this will not be considered during the selection process.
- Fill in all sections of the form - if some parts are not relevant, write 'not applicable' or 'N/A' in that space.
- Fill in the form as fully as possible. The information you give us in your application is the only information we will use in the shortlisting process. We cannot make any assumptions about your abilities and do not take account of any previous applications you have made.
- If you require additional space to complete any aspect of your application, please attach a separate sheet and clearly indicate which section is being continued.

EQUAL OPPORTUNITIES FORM

The Company recognises the need to achieve equality for all citizens and employees. We recognise that people can be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, basic skills, disability, trade union activity, long term unemployment or because they have AIDS or are HIV positive. The Company's Equal Opportunities Policy is to eliminate discrimination and promote equality.

The Equal Opportunities Form helps us to monitor the effectiveness of our Equal Opportunities Policy. Please help us by completing the form and returning it with your application. Any information obtained from this form will be kept confidential and will not be used in the selection process.

REFEREES

Please provide details of 2 referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer.

YOUR PERSONAL DATA

Dundee Industrial Heritage Ltd respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be

used for the purposes of assessing you for the post for which you have applied. Your data may be disclosed to parties involved in the recruitment and selection process. The personal data you have provided on the Equal Opportunities form may be used in statistical form for monitoring equal opportunities, and your data (excluding name and National Insurance number) may be disclosed to parties involved in monitoring the effectiveness of our Equal Opportunities Policy.

CRIMINAL CONVICTIONS

If you are selected for interview, you will be required to complete a Criminal Convictions Declaration which gives guidance on previous criminal convictions which require to be disclosed.

We will not discriminate against ex-offenders, and if you have to give details of any previous convictions, this will not automatically prevent you from getting a job. We will consider how previous convictions could affect the job and these will only be taken into account if the offence is relevant to the type of work you would be doing.

The Company is committed to the protection of children and vulnerable adults. Therefore, if the post for which you are applying involves contact with children or vulnerable adults, your permission will be sought to carry out a criminal record check.

WHERE TO SEND YOUR APPLICATION

Please return your completed application to:

Val King
Administration
Dundee Industrial Heritage Ltd
Discovery Point
Discovery Quay
Dundee
DD1 4XA

E-mail : admin@dundeeheritage.co.uk