

Guidance notes on completing your application

Thank you for showing an interest in the position we have advertised. The following notes may help you to complete your application. Selection is carried out by a panel of at least two assessors and the decision whether or not to shortlist you for interview will be based solely on the information you provide in your application.

When applying via our online portal, please:

- notify us if your contact details change at any time during the selection process. If we need to contact you by telephone at your present employer we will make sure that we are discreet.
- complete the section regarding where you saw the vacancy as this helps us to see whether our recruitment advertising has been effective.
- check through your application to make sure it is clear and that it covers all the selection criteria, before you submit it.
- make it clear in your application how you feel you match our requirements, as we cannot make assumptions about your achievements and abilities.
- note that you may be contacted by Blue Octopus, our recruitment service provider on our behalf. They will process your application so that we can assess it, and will pass on information to you about the recruitment process.
- we do not accept stand alone CVs

Job description

A job description, which outlines the main duties and responsibilities of the position, will be available on our website while the position is advertised. We recommend downloading a copy when you apply and keeping this for further reference. If you are called for interview the panel will be interested in your understanding of the job.

Person specification

Each vacancy is carefully considered to identify the essential experience, training, skills, knowledge and abilities the post holder will need to successfully carry out the responsibilities of the job. We summarise this information in the Person Specification. It is therefore particularly important that you complete your application with reference to the information provided in both the *job description* and *person specification*.

Personal statement

The person specification sets out the criteria against which you will be assessed as an applicant. You will therefore need to demonstrate within your personal statement evidence that you possess these requirements and give examples of how you meet the selection criteria for the job.

- Consider how all your education, training, knowledge, skills and experience relate to your application for the position.
- Think about not only your work experience but also any voluntary positions you may have had, leisure activities and experiences in your personal life, which are relevant to the vacancy you are applying for.
- Be positive about your skills and achievements and try to give a clear picture of your talents.

'Desirable criteria' may also be included. These are additional requirements, which we may use if we receive too many applications which meet our 'essential requirements'.

Employment history

Please ensure that dates are correct and explain any gaps in your employment history. Include information about any work undertaken on a voluntary basis, particularly if you have not been employed before or you are not currently employed.

Education and training

You should give details of all education and training, which may contribute to your ability to do the job for which you have applied.

Consider your achievements at school and college but also think about learning and development you have undertaken since leaving full time education. This could include:

- On the job skills training
- Any seminars, training courses or studying that may be relevant
- Other relevant training which you may have undertaken outside your paid employment

References

We normally require two references from your current or most recent employer and a previous employer. We will not contact your present employer without your permission. If you have not worked for some time, please give the names of people who have direct knowledge of your skills and abilities, for example a voluntary organisation with which you

have been involved. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

Equal opportunities

ABRSM is committed to a policy of equal opportunities to ensure that all applicants for employment are treated fairly and considered on their abilities. This policy is monitored so that we can measure its effectiveness and for this reason, we would ask you to help us by completing the monitoring information requested. All information given by applicants is treated in confidence and will be detached from your application prior to short-listing.

If you have a disability

If you need any additional assistance from us, or have any particular requirements during the recruitment process, please contact us. We will do everything we can to accommodate any special requirements you may have.

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred, i.e. spent. ABRSM continues to be firmly committed to the protection of children and if the job for which you are applying involves access to children and is covered by the 1979 Rehabilitation of Offenders Exceptions Order, under which no conviction can be regarded as spent, we will check for the existence and content of a police record via the Disclosure and Barring Service. ABRSM would like to reassure candidates that ex-offenders will not be discriminated against nor will anyone be automatically turned down for employment on the grounds of possessing a conviction. Only convictions considered by ABRSM to be relevant to the nature and context of the work will be taken into account. A copy of ABRSM's policy on the Employment of Ex-offenders is available on our website.

Immigration, Asylum and Nationality Act

ABRSM has a legal responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. As a result, the successful applicant will be asked to produce documentation confirming their eligibility prior to commencing employment.

Please note that for academic and technical vacancies or those that require highly specialist skills and qualifications we may be able to obtain a work permit for a suitably qualified applicant who is not currently eligible to work in the UK, if there are no suitable 'resident' (i.e. European Economic Area - EEA) candidates. However, for vacancies that are not academic, technical or highly specialist it is extremely unlikely that a work permit would be granted. In such cases we will therefore be unable to consider an application from someone who is not currently eligible to work in the UK. If you have any queries regarding your

eligibility to apply for one of our vacancies please contact the Human Resources Department on the telephone number below.

What happens next?

You should return your signed, completed application form to humanresources@abrsm.ac.uk

Please contact the Human Resources department on 020 7467 8867 if you are unable to submit your application electronically.

All applications must be returned by the specified closing date. Those that arrive after the deadline will not be considered.

Short-listing will take place a few days after the closing date, and as soon as possible after this, you will be informed as to whether or not you have been invited to interview.

Appointment:

All offers will be made subject to satisfactory references, proof of eligibility to work in this country being provided, a Disclosure check from the Disclosure and Barring Service (where applicable) and satisfactory completion of a probationary period.