



Guidance notes for candidates

MaREE Programme Leader



Further information on positions

Further information on these positions, the MaREE programme and the ERI is available for download from www.eri.ac.uk. Generic information about the ERI is also available from this website.

Further enquiries should be directed to Dr. David Woolf on +44 (0)1847 889 590 or David.Woolf@thurso.uhi.ac.uk / the Director of the ERI, Prof. Stuart Gibb on +44 (0)1847 889 581 or Stuart.Gibb@thurso.uhi.ac.uk (Contact by telephone should be considered the preferred route for further enquiries since e-mail response cannot be guaranteed.).

Applications should be submitted as indicated below (and not to Prof. Stuart Gibb).

Making your application

Your application should consist of:

1. A suitable covering letter

- indicating clearly which area (s) you wish to be considered for.

2. A completed application form:

- Please read the application form thoroughly and complete it in type or black ink to aid photocopying. Please ensure that you complete all sections.
- Please include, where indicated, a clear statement of your research interests indicating the research you have conducted to date, highlighting key advances or achievements and a short statement of research that you may wish to conduct if successful in securing one of the positions.

3. Current CV

- A current CV should be provided in addition to completing the application form.

The information that you provide in your application form and other supporting documentation is the only information we will use in deciding whether or not you will be short listed for interview.

Closing date for receipt of applications is 31 March 2010 (10:00).

Applications (preferably by e-mail) should be sent to William Gray at the ERI:

William.Gray@thurso.uhi.ac.uk

Or ERI, UHI-North Highland College, Castle Street, Thurso, Caithness, Scotland KW14 8XF. Tel 01847 889589. Application by e-mail is preferred.

We will acknowledge receipt of completed applications by e-mail. Written acknowledgement of completed applications will only be provided where requested and where a stamped addressed envelope is enclosed with your application for this purpose

Completing the Application Form

Please read the application form thoroughly and complete it in type or **black ink** to aid photocopying. Please ensure that you complete **all** sections. The Application Form **must** be completed in full.

Where answers require additional detail, this should be provided on a continuation sheet and attached to the form.

A current CV & covering letter should be provided in addition to the application form.

Your application will be treated in the strictest confidence. The Equal Opportunities monitoring information will be detached from your application form prior to the short-listing process.

References

References will only be taken up for short-listed candidates.

Please give the name, address, telephone number and email address (if known) of two referees, **including your existing or last employer**, to whom reference may be made in support of your application concerning your professional ability and performance at work.

Please ensure your referees are in a position to respond promptly as no appointment will be made without receipt of satisfactory references.

Please note that any offer of employment will be conditional upon receipt of satisfactory references from your current/last employer or academic institution, unless advised otherwise.

Proposed timetable

Closing date for applications: 31 March (10:00)

Selection and shortlisting: Commencing 01 April 2010

Invitation for interview / notifications of rejection sent: 12 April

Interviews: Weeks commencing 26 April 2010

Starting date for successful candidates: As noted above positions are available immediately and a mutually acceptable starting date will be agreed between successful candidates and the employer.

Please note that this timetable is indicative only and subject to change.

Equal Opportunities monitoring information

We are committed to equality of opportunity and will consider all applications on the basis of merit alone.

To enable us to ensure that this policy is being applied we ask that you complete the Equal Opportunities monitoring information section of the form. The information you provide will be treated in the strictest confidence and used only to help us meet our equal opportunities policy. The data will be held on a database and will not be made available for any other use.

We need to ask you for this information in order to ensure fairness & compliance with UK Law.

Gender and Age

We need to monitor males/females in all posts. Age data are required in order to ensure compliance with UK legislation.

Nationality and Ethnic Origin

We have a policy on Race Equality in place, in accordance with our duties under the Race Relations (Amendment) Act 2000.

Ethnicity data is important, as we need to monitor carefully in order that we can ensure that we address any areas of under-representation.

Disability

If you are a disabled person and you require adjustments to be made to the application or interview process please contact us to discuss your requirements. Please let us know if you require the documentation in an alternative format. It would be helpful if you could contact us immediately you are notified of an interview in order that we can make any necessary arrangements for you.

We are committed to ensuring that Reasonable Adjustments are provided, where appropriate and practicable, for any disabled employee who meets the Definition of Disability outlined in the Disability Discrimination Act 1995 and in order that they can perform their duties effectively.

Criminal Convictions

We treat this information in accordance with our obligations outlined in the Scottish Criminal Record Office Disclosure Service Code of Practice and undertake to treat all candidates for positions fairly. A criminal record will not necessarily be a bar to employment.

A disclosure via the Scottish Criminal Record Office Disclosure Service will only be sought once an individual has been offered a post. If a disclosure reveals previous convictions, the contents of the disclosure will be discussed with the candidate prior to any decision on withdrawing a conditional offer of employment