



Notes for Applicants

Application Form Completion

The form should be completed in black ink or typescript. Please give careful consideration to the questions asked and complete the application form as fully as possible. This will help us to ensure that your application receives full and fair consideration. **Please also ensure that you complete and return, at least Part 1, of the Equal Opportunities Monitoring Form.**

Curriculum Vitae and Covering Letters will be considered if this has been specified in the recruitment advert.

Should you have insufficient space on the application form, continue on a separate sheet. Please ensure that your surname, initials and post applied for are detailed on any additional sheet.

If you wish to have your application acknowledged, please enclose a SAE with your completed application form.

Equal Opportunities in Employment

RBGE is committed to being an Equal Opportunities Employer. We aim to treat all applicants equally and ensure that unacceptable prejudices are not influencing decisions.

The details supplied in the Equal Opportunities Monitoring Form will be treated confidentially and will not affect your application in any way.

Disability

The Disability Discrimination Act 1995 defines a disabled person as:

‘Someone with a physical or mental impairment which has a Substantial and Long-term Adverse Effect on that person’s ability to carry out Normal Day-to-Day Activities.’

It is recognised that disabled people are not only those whose disability is immediately apparent (e.g. blind people or those in wheelchairs) but also those whose disability is not immediately obvious (e.g. heart trouble, mental illness, epilepsy or diabetes).

Under the terms of the Act, disabled applicants have the right to reasonable adjustment within the workplace.

You will be asked on the Equal Opportunities Monitoring Form to give any information which may be relevant to your ability to carry out the duties of the job. Please regard this as a positive opportunity to let us give you any help or support you believe you may need, by outlining any aspects of the job which may present some difficulty, and any suggestions you may have for overcoming them (attach a separate sheet if necessary). This information is valuable because it will allow us to avoid making assumptions about your disability and allow us to consider any potential need for aids/adaptations in the workplace.

If you consider yourself to have a disability, please complete the relevant section of the Equal Opportunities Monitoring Form.

Selection Criteria

Selection is based on identifying the person with the attributes i.e. knowledge, skills, experience and attitudes which best meet the nature/demands of the job. To ensure we accurately identify the attributes necessary for any job, we divide the selection criteria into two categories:

Essential those attributes without which a person will be unable to carry out the duties of the job
Desirable those attributes which will be very useful but which are not essential

Immigration Control and Nationality

Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post. RBGE posts are open to European Economic Area (EEA) Nationals (together with certain non-EEA members of their families), Commonwealth Citizens, British Protected Persons or Citizens of British Overseas Territories.

Security

RBGE requires security checks on all successful candidates under the terms of the Part V Police Act 1997, a system which discloses criminal history. Successful candidates are required to produce a Basic, Standard or Enhanced Disclosure Certificate prior to taking up employment depending on the type of role being undertaken. Further information on Disclosure Certificates can be found at the Disclosure Bureau's website www.disclosurescotland.co.uk

Appointments

All appointments are conditional upon certain information supplied being verified to RBGE's satisfaction. Should it be found that false or misleading information has been given, any offer of employment may be withdrawn or, if discovered after you have commenced employment, disciplinary action up to and including dismissal may be embarked upon.

Completed Applications

Completed applications should be submitted to the Human Resources Office, Royal Botanic Garden Edinburgh, 20a Inverleith Row, Edinburgh EH3 5LR, by the closing date detailed on the Vacancy advertisement.