

## RECRUITMENT GUIDANCE

When shortlisting for any position we select on the basis of the skills, experience and knowledge required for the role. It is therefore useful to:

- ◆ Review the job description before you submit your CV and covering letter to ensure you detail the skills, knowledge and experience you have which are particularly related to the role.
- ◆ Make sure your cover letter explains why you are applying for the role and what you think you can bring to it.
- ◆ Visit our website at [www.rafmuseum.org.uk](http://www.rafmuseum.org.uk). You can find a wealth of information on what exciting activities we are currently involved in, as well as information on the Museum's strategic plan and priorities.
- ◆ Visit our Hendon and/or Cosford museums.

If you apply by email, you will receive an automatic notification that we have received your application. We are unfortunately unable to respond individually to every application, however, if you wish to receive feedback, do contact the HR Team who will be happy to help.

## THE RECRUITMENT PROCESS

- ◆ If short-listed for interview, we will email or write to you to inform you. You'll be provided with details of the interview date, time, location and panel. The panel will be made up of at least two people, one of whom will be the line manager for the role.
- ◆ Depending on the role you've applied for, we may carry out additional selection methods to assess competencies in a specific area, for example, we may ask you to prepare and deliver a presentation or to undertake a work related or psychometric test. You will be provided with details of any additional selection methods prior to the interview.
- ◆ The Museum will use competency based interview questions to determine the best candidate for the role. The competencies are based on the skills, experience and knowledge detailed in the person specification. Most interviews will last between 30 and 60 minutes.
- ◆ Once the interview questions have been asked, you will be given the opportunity to ask questions about the role you've applied for and the Museum. It is advisable to have a few questions prepared.

## DIVERSITY & EQUAL OPPORTUNITIES

- ◆ Recruitment decisions are based solely on an applicant's relevant experience, qualifications, skills and abilities. We therefore welcome applications from anyone who is able to meet the essential requirements of the role.
- ◆ If you have a disability and require any adjustment to be made to either the application or interview process, in order for you to participate, please contact the HR Team to discuss.

## WHAT WE CAN OFFER YOU

We offer a wide range of benefits to our staff, including:

- ◆ Generous annual leave allowance of 30 days per annum (rising to 35 after 5 years' service), in addition to public holidays;
- ◆ Training and career development opportunities.
- ◆ Workplace Pension Scheme;
- ◆ Enhanced family leave (inc. maternity leave), dependent on length of service;
- ◆ Employee Assistance Programme, including confidential counselling;
- ◆ Generous subsidies at the Museum's food & drink outlets and gift shops;
- ◆ Salary sacrifice schemes including childcare voucher scheme;
- ◆ Free car parking on site;
- ◆ Annual season ticket scheme;

## PROCESSING OF YOUR DATA

- ◆ In accordance with the Data Protection Act, the Museum will securely retain information provided by you in relation to your job application. Unsuccessful applications will be retained for a period of 12 months.
- ◆ By submitting your CV and covering letter, you are giving your explicit consent for the Museum to store and process your data for the purposes of the recruitment process.

**GOOD LUCK WITH YOUR APPLICATION!**