



APPLICATION GUIDANCE NOTES

Thank you for your interest in working for Almond Valley.

To give you the best possible opportunity of obtaining a position with us, these notes will help you to create your application and to give you information about working with us.

Please take a few minutes to read through the information before filling out the application form.

Eligibility to work for us

We welcome applications from all nationalities. We ask that anyone wishing to apply for one of our advertised posts ensure that they have the right to work in the UK. If you do not hold the right to work in the UK and require a Skilled Worker visa sponsorship, please list this on your application. Jobs that are eligible for the Skilled Worker visa will be noted on the job description.

EEA citizens granted status under the EU Settlement Scheme (EUSS) From 1 July 2021, the majority of EEA citizens will prove their right to work using the Home Office online right to work service. Those who have made a successful application to the EUSS will have been granted their immigration status digitally and can only prove their right to work using Home Office online service 'prove your right to work to an employer' available on GOV.UK: <https://www.gov.uk/prove-right-to-work>

If an EEA citizen has been granted 'Settled Status' by the Home Office, they will have a continuous right to work, in the same way as someone with Indefinite Leave to Enter / Remain status.

If an EEA citizen has been granted 'Pre-Settled Status' by the Home Office, they will have a time-limited right to work and you must carry out a follow-up check. The Home Office online service will advise when a follow-up check must be carried out.

If you are unsure of the documentation you require to confirm your right to work in the UK, please see the eligibility section in this document or contact the UK Border Agency on 0870 606 7766, www.ukba.homeoffice.gov.uk

If you are invited to an interview, we will ask that you bring evidence showing your right to work in the UK (photocopies are not accepted) with you.

Alternative Formats

The application form and supporting papers are available in hard copies.

Please contact Almond Valley Heritage Centre, Human Resources, Millfield, Livingston, EH54 7AR or email jobs@almondvalley.co.uk

The Application Form

Making a good impression is vital as your application form will be your first point of contact with us. It will be used by the recruiting team to decide to invite you for an interview; therefore it is essential that you complete it as fully as possible. This applies equally to our internal candidates too as we cannot make any assumptions about your abilities and do not take into account any previous application you have made.

If you are completing the application form by hand then please ensure you complete the document in black ink. This will help us if photocopies are required. Please fill in all sections of the application form and mark 'not applicable' or N/A to sections or competencies not required for the post.

If you are submitting a typed/handwritten application form then please ensure you allow enough time for the postal service. Almond Valley cannot be held responsible for applications forms lost or delayed in the post.

Submitting your application form

Before submitting your application form please ensure that you take time to read through the form to check for any errors or omissions as you will not be able to make any changes once the form has been submitted.

For hard copy applications please send to Human Resources address detailed above.

Interview Expenses

Almond Valley does not pay interview expenses. Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.