



Dundee Contemporary Arts

## **Guidance Notes for Applicants**

These notes are intended to help you to participate in our selection process as effectively as possible and assist you in providing us with all the information that we need to help us understand how you meet the requirements of the role. Please read these notes carefully before completing your application. If you have any difficulty in completing your application, please contact us at [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk).

The application plays an important part in the selection process, both as a tool for helping us to shortlist candidates for interview, and as a basis for the interview itself. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply on your application. Even if you are already known to DCA as a previous or current employee, it is important that you complete the application in full. We cannot take account in the selection process any previous knowledge we may have of you.

### **Examine the Job/Role Description and Person Specification**

All DCA vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities for the post are outlined in the job/role description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

### **Review your Knowledge, Skills and Experience**

Look at the activities involved in the vacancy. Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

### **Completing the Application**

DCA requires all candidates to submit a CV, a cover letter, and an application form when applying for advertised posts. Please note the word count or length restrictions specified in the advert and prioritise *relevant and specific* information in your CV and cover letter.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application. Please read the instructions on the job advert on our website, which are designed to assist you in providing us with information we need.

The cover letter is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with



## Dundee Contemporary Arts

evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role. It is not sufficient to merely state that you have the knowledge, skills and experience required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

***Tip:*** *Don't forget to proof-read your form and check for any errors before submitting it to us.*

### **Shortlisting**

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment on how closely your application meets the selection criteria set out in the person specification. The recruitment panel will go through your application in detail looking for specific evidence that you possess the essential knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of whether you have been shortlisted or not via email. If you are shortlisted for interview, you will be contacted using the email address you provided on your application form. Therefore, it is important that you check your email regularly.

The selection process may include carrying out a selection exercise/presentation to test out your ability to carry out specific requirements of the role for which you have applied. If you have a disability and need any adjustments to be made in order for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs. Where appropriate, DCA may also make use of online interviews as part of the selection process.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

### **Outcome of Interview**

You will be notified of whether you have been successful or not via email as soon as possible after the selection process has been completed. DCA is happy to provide constructive feedback to candidates and you can request this by emailing [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk). Candidates who are identified as our 'preferred candidate' will be contacted by email or telephone and their permission will be sought to request references.

### **Offers**

All offers to work at DCA, whether it is an offer of employment, casual work, internship or voluntary work are made subject to receipt of references, proof of identity, address and security clearance satisfactory to DCA.



## Dundee Contemporary Arts

In your application, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer.

Under the Asylum and Nationality Act, we are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to commencing their new role. Offers for roles working with vulnerable groups will be subject to a satisfactory PVG (Protection of Vulnerable Groups) check. Where this is required, it will be stated clearly in the job/role description.

In addition to these checks, as part of the recruitment and selection process you will be required to complete a medical questionnaire. This will be kept confidential and only viewed by our occupational health provider. In some cases, depending on the situation or the post, you will be required to undergo a medical or statutory health surveillance assessment by our occupational health provider.

### **Data Protection Act, 2018**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel file. By signing and submitting your application form you are giving your consent to your data being stored and processed for the purpose of the recruitment process.

We hope you find the above information helpful and good luck with your application.

If you have any questions in relation to your application, please contact the People Team on 01382 213758. Alternatively, you can email us on [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk).