



APPLICATION GUIDELINES

How to Apply

View the current vacancy section to download the relevant job description. The job description will contain information about the role, the department, and a person specification.

In most cases you will be asked to complete an online application form. However there are some roles (e.g. Director or Head of Department or specialist roles) when you will be asked to submit a CV and covering letter when you click to apply for the position. Please do not submit speculative CVs.

Application form

Complete the online application form and monitoring form. In the supporting statement section of your application form you should outline the particular contribution you would hope to make to IWM and the department you are applying to work in. Please make reference to your knowledge, skills and past achievements related to the job description. In addition, you should describe how you meet each competency statement detailed in the relevant person specification.

CV and covering letter

If you are specifically asked to submit a CV and covering letter, the covering letter should specify how you meet each of the competencies detailed in the relevant person specification. It should also confirm that you have the right to work in the UK and detail your current address, telephone and email contact details. You must also declare if you are related to or in a close personal relationship with anyone in the team you are applying to work in.

You will be asked to attach your CV (which should include your covering letter) when you click to apply for the vacancy.

You should receive an email notification confirming your application has been received.

If your application is shortlisted for the next stage you will be contacted via email or telephone. If you have not received an invitation to interview three weeks after the stated closing date, then you should assume that you have not been successful on this occasion.

Frequently Asked Questions

The application form is divided into a number of sections. You should complete the form carefully, following any instructions that you are given.

What nationality must I be to become a permanent IWM employee?

In order to become an IWM employee you must be a UK National or:

a) a Commonwealth citizen (i.e. having the status of a Commonwealth citizen under the British Nationality Act 1981). This includes British citizens, British Dependent Territory citizens and British National (Overseas) citizens, and British Overseas citizens;

b) a British protected person; or

c) an EEA (European Economic Area) national of other Member States; and certain non-EEA family members; or

d) hold the requisite work permits and entry visas as deemed necessary for residency and work in the United Kingdom

What educational qualifications do I need to have? And do I need to provide proof of my qualifications?

You must provide details of your qualifications, starting with your secondary education. Please ensure that you give full details of any qualifications or relevant experience specific to the post that you are applying for.

Where specific qualifications are required for the post (i.e. GCSE or equivalent for administrative posts, a science qualification for scientific posts), you will need to bring the original certificates when requested.

Please also ensure you provide details of any relevant professional/vocational qualifications and other relevant training.

How much of my employment history will I need to provide?

You should provide details of your employment history for the past ten years to date, starting with your current/most recent position. Please give details of all full and part-time work, including periods of self-employment.

Must I account for all my time from leaving full-time/part-time education?

Please provide details for any time that has not been covered in any other section of the form. This is an opportunity for you to tell us about other activities that you may have been involved in such as voluntary work, running a household, travel etc.

Who should be my referees?

You are asked to provide the names of people who can provide references about you. You should provide details of a senior representative from your current/most recent position.

References will only be requested if you are made a conditional offer of employment, or in advance

if you have given your permission and this will form part of our pre-employment checks. All references (together with further pre-employment checks) must be satisfactorily received before an offer of employment will be made.

Is the Supporting Statement and Competencies section important for my application?

This section is one of the most important sections of the application form. This is where you need to demonstrate that you meet the requirements for the post. It is not sufficient just to reiterate the criteria.

The person specification describes the skills, ability, knowledge and experience that are required for the post. Using the person specification in the job description, and with practical examples, please describe how you meet the requirements of the job.

As an internal candidate do I have to apply in the same way as an external candidate?

Yes. IWM is obliged to treat all applicants, whether internal or external, in the same way applying exactly the same selection criteria. Both internal and external candidates have to apply in the same way and demonstrate that they meet the requirements of the post. An internal candidate should not assume that there is any prior knowledge about his or her current role or experience whilst working at IWM and should address all criteria listed in the advertised job description.

Can I submit a CV and covering letter instead of an application form?

Only if this is specified on the advertisement for the role. A CV and covering letter is required for Head of Department, Director level and some specialist roles, all other roles require a completed application form.

Why must I agree to the Monitoring section of the application form?

By completing both these sections, this information will assist IWM in continuing its commitment to the principle of equal opportunities in employment and the provision of goods, services and facilities to the public.

What do you mean by disability?

You are considered to be disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

IWM uses the Two Ticks symbol and guarantees to interview all disabled applicants who meet the essential criteria for the job vacancy.

Is the application close date rigid?

Yes. Your application must be submitted in good time to meet the closing date deadline. We do not accept late applications and cannot accept responsibility for applications that are not submitted in time.

Selection Stages

The selection stages for the post that you are applying for will be set out in the Job Specific Information document (see Vacancies page and click on the link for the relevant job you wish to apply for).

What does short-listing mean?

Once you have submitted an application, your application form will be reviewed against the advertised criteria to assess your suitability for the post. If you pass this stage, and you have met the eligibility criteria for appointment, you will be invited to the next stage of the process. This will be a panel interview.

Who will be at my interview?

The interview panel will normally consist of three members who will discuss your skills and achievements as well as issues relevant to the post. You should be prepared to answer scenario-based questions and expand on the responses given on your application form.

One of the panel members will probably be the manager of the post for which you have applied. During the interview, panel members will be making notes of your replies. The panel uses these notes to recall what was said when making their final assessments. Try not to be put off by this.

Will I be informed of the progress of my application?

Yes. You will be informed via a telephone call or email if you are short-listed for interview. However, if you have not received an invitation to interview three weeks after the closing date stated, then you should assume that you have not been successful on this occasion.

The interview panel will tell you when you will be notified of the final outcome of the recruitment process.

Are there any specific documents you might require from me?

Yes. If you are recommended for appointment, we will need to complete the remaining relevant security and/or CRB, health checks and reference checks to ensure you are qualified for appointment. Whilst these checks are being undertaken, you may be offered a 'conditional appointment'.

When all enquiries have been completed satisfactorily, we will inform you and your appointment will be confirmed. To enable these enquiries to be undertaken you will need to bring the following documents to Human Resources either in person or by post:

- I. Your educational certificates
- II. Evidence of your identity (an original birth certificate or passport)
- III. Evidence of your right to work in the United Kingdom (such as work permit and/or visa) if necessary

These documents will be photocopied and returned to you

Will I get feedback on my performance?

Wherever possible you will be offered feedback if you have attended an interview.

Once you have been notified of the outcome of your application, and if feedback is being offered, you may be asked if you wish to receive feedback by telephone or in writing. One of the panel members will normally deliver this.

Are the interview arrangements flexible?

The dates for the selection stages will be set out in the relevant job specific information, and you should try to ensure that you keep these dates free or notify the Human Resources team if you are unavailable. Whilst every effort will be made to accommodate individual circumstances, we cannot guarantee that they will be met.

To whom should I direct questions concerning the selection process?

If you have any questions about the recruitment process or your application, or if you have any comments or suggestions about our recruitment process, please email the Human Resources team at recruit@iwm.org.uk.

Deciding to Apply

There is so much to consider. How do I know if I should make an application?

Self-assessment is an important step for you. To help you make this decision, please read carefully through the job description, the person specification and the job specific information available on this website.

- The job description will give you an idea of what the role actually involves. Is this something you would like to do? Will it be fulfilling? Will it match your needs?
- The person specification will tell you what skills, ability and knowledge are required for the post. Do you have these? Do not be tempted to exaggerate your qualities. Even if you succeed and are offered the position, if you don't have the knowledge, ability or skills necessary you will struggle in the job.

If you think that you can meet everything on the person specification and you think the job matches your needs, you should now go ahead and apply.

Personal relationships in the workplace.

Employees should not influence the employment of relatives, spouses, partners or anyone with whom they are in a close personal relationship for any posts within IWM. As far as possible, no employee should report to or be in a reporting line of a relation, spouse, partner or anyone with whom they are in a close personal relationship.

You should therefore declare on your application if you are related to or in a close personal relationship with anyone in the team you are applying to join.