

**Candidate Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FORM - PART TWO**

**Application Form for the Project Archivist: *Three Decades of Changing Minds*, Glasgow Women’s Library**

**WORK EXPERIENCE**

Please give details of all previous employers, listing your current or most recent employer first. Include any voluntary work you have undertaken. Insert more rows if needed.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employers name and address** | **Main duties of post** |
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**Please use the amount of space you need to answer the questions as fully as you can, but up to a maximum of 500 words per question.**

**1. Please detail your relevant professional qualifications and experience of working as an Archivist.**

**2. Please tell us about your hands-on knowledge and experience of online archive management systems and of digitisation standards and practices.**

**3. Please demonstrate your background and knowledge of archival cataloguing standards and tell us how you keep abreast of developments affecting archives and archive management.**

**4. Please give us examples of where you have led group activities that have motivated, inspired and / or educated people.**

**5. Do you have experience of training or engaging people in archive related work, and / or of working with volunteers? If so please give details, and specifically what approaches you have used to encourage participation.**

**6. Please give examples that demonstrate working using your own initiative and working as part of a team.**

**7. In your opinion what are the advantages and challenges of working within an organisation rooted in equalities?**

**8. Why do you feel you are a suitable candidate for this post?**

**9. Is there anything else you wish to add in support of your application bearing in mind the Job Description and Person Specification?**

**10 Please let us know of any support or accessibility needs you might have, or how we might make it easier for you to work with us.**

**11. Please list below the names and addresses of two referees unrelated to you, including, if applicable, your present employer.**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Relationship to you |  |  |
| Address |  |  |
| Email Address |  |  |

**12. If you are currently employed, please tell us what period of notice you would be required to give your present employer.**

**13. Are you able to work with a degree of flexibility in your hours of employment? Some evening and weekend work may be required. YES / NO**

**14. Please indicate where you saw this advertisement / heard of this post.**

**Signed .....................................................................**

**Date .....................................................................**

**CLOSING DATE FOR APPLICATIONS: 12 noon on Monday 24th January 2022**

**Interviews will take place on Tuesday 8th February 2022**

**Please email the completed application form, Part One and Part Two, to** [**apply@womenslibrary.org.uk**](mailto:apply@womenslibrary.org.uk)

**Thank you for your application**

**Applications will be accepted from women only under Schedule 9, part 1 of the Equality Act 2010**

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