

 **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**

**Thank you for your application**

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

Glasgow Women’s Library processes your personal data safely in accordance with the General Data Protection Regulation 2018. For more information on your rights and how your data is used and stored, please visit [womenslibrary.org.uk/privacy](http://womenslibrary.org.uk/privacy)

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