

Guidance notes for candidates

Further information on the position

For further information on this position, please contact:

Dr Mark Taggart at Mark.Taggart@uhi.ac.uk or
Professor Stuart Gibb at Stuart.Gibb@uhi.ac.uk
before **28th July 2017**

The ERI is part of the University of the Highland and Island's North Highland College. The following websites may be useful in providing further information.

The University of the Highlands and Islands:
www.uhi.ac.uk

The North Highland College:
www.northhighland.uhi.ac.uk

The Environmental Research Institute:
www.eri.ac.uk

For more information about what we do, please read some of the recent newsletters on the website :
www.eri.ac.uk/category/eri-newsletters/

Completing the Application Form

Please read the application form thoroughly and complete it in type or **black ink**. Please ensure that you complete all sections. The Application Form must be completed in full.

Where answers require additional detail, this should be provided on a continuation sheet and attached to the form.

The information that you provide in your application form & other supporting information is the only information we will use in deciding whether or not you will be short listed for interview.

A current CV and covering letter should also be provided in addition to the application form.

Your application will be treated in the strictest confidence. The Equalities Monitoring information will be detached from your application form prior to the short-listing process.

References

References will only be taken up for short-listed candidates.

Please give the name, address, telephone number and email address (if known) of two referees, **including your existing or last employer**, to whom reference may be made in support of your application concerning your professional ability and performance at work.

Please ensure your referees are in a position to respond promptly as no appointment will be made without receipt of satisfactory references.

Please note that any offer of employment will be conditional upon receipt of satisfactory references from your current/last employer or academic institution, unless advised otherwise.

Submitting your application

Completed applications must be returned by the closing date indicated - **21st July 2017**

Applications (preferably by e-mail) should be sent to nhchr@uhi.ac.uk

Or: Human Resources, North Highland College-UHI, Ormlie Road, Thurso, Caithness, Scotland KW14 7EE.

We will acknowledge receipt of completed applications by e-mail. Written acknowledgement of completed applications will only be provided where requested and where a stamped addressed envelope is enclosed with your application for this purpose.

We will contact you concerning your application once shortlisting has been completed.

Closing Date

Closing date for applications: **28th July 2017**

Interviews will be held: **Early August**

Starting date for successful candidates: **The position is available immediately (start date negotiable).**