

## Recruitment Guidance

When shortlisting for any position, we select based on the skills, experience and knowledge required for the role.

It is useful to ensure that you:

- Review the job description before submitting your application, ensuring that you have detailed the skills, knowledge and experience that you have which are particularly related to the role
- Make sure that your cover letter explains why you are applying for the role and how you match the person specification
- Visit our website at [www.rafmuseum.org.uk](http://www.rafmuseum.org.uk) to ensure you understand the museum's purpose and vision.

Once you have completed your application on the Applicant Tracking System, including uploading your cover letter and CV, you will receive a confirmation email to let you know that we are processing your application.

## The Recruitment Process

If you are shortlisted for interview, you will be notified by our Applicant Tracking System. We will provide you with details of the interview date, time, location and who is on the panel.

Depending on the role you've applied for, we may carry out additional selection methods to assess competencies in a specific area. For example, we may ask you to prepare and deliver a presentation or undertake a work-related test. You will be provided with full details of any additional selection methods prior to your interview.

The Museum will use competency-based interview questions to determine the best candidate for the role. The competencies are based on the skills, experience and knowledge that is outlined in the person specification. Most interviews last between 30 to 60 minutes.

Once the interview questions have been asked, you will be given the opportunity to ask questions about the role you've applied for and the Museum.

## Diversity and Equal Opportunities

The RAF Museum is committed to offering inclusive and accessible opportunities.

If you would like to request adjustments based on any additional requirements, please do get in touch to discuss.

## **Processing of your Data**

In accordance with the General Data Protection Regulations (GDPR) 2018, the Museum will securely retain information provided by you in relation to your job application.

Unsuccessful applications will be retained for a period of 6 months. Please see the Museum's Recruitment Privacy Policy for more information.

By submitting your CV and covering letter, you are giving your explicit consent for the Museum to store and process your data for the purposes of the recruitment process.