



CV

Information for candidates

General information

The John Muir Trust is the UK's leading wild land conservation organisation. We own and manage seven estates in Scotland (over 24,000 hectares) including some of the finest wild landscapes such as Ben Nevis. We have over 11,000 members and approximately 40 staff.

For further information, see www.johnmuirtrust.org

Application procedure

Details of the position (including salary) are specified in the job description and advert.

Please read the job description closely to ensure you meet the criteria for the post.

For this post, please send to us the following information:

- Personal Details Form;
- Up to date CV;
- A cover letter explaining how your skills, attributes, experience and personal qualities make you suitable for this job.

Applicants should state their nationality (this is required for work permit purposes only), and whether any member of their immediate family has or has previously had a close association with the John Muir Trust.

The John Muir Trust is committed to ensuring the safety of vulnerable people and the successful applicant for this post may be subject to a Disclosure Scotland check.

The closing date for applications is detailed in the advert.

How to send your application

Please note that applications should be sent either by email (jobs@johnmuirtrust.org) or by post to:

**Job Application
John Muir Trust
Tower House
Station Road
Pitlochry, PH16 5AN**

If you have emailed your application, please do not send an additional hard copy by post.

What to send

Please ensure that you have fully completed and enclosed a **Personal Details Form, CV and cover letter**. Failure to provide this information will result in either a delay or non-processing of your application. Please do not include any other information unless specifically requested to do so.



CV

Information for candidates

Receipt of your application

Emailed applications should be automatically acknowledged within 24 hours. If you do not receive an automated reply within this time please contact Iona Sutherland on 01796 470080. If you are sending your application form in the post and wish to receive an acknowledgement, please include a SAE with your application form.

Late applications

Applications received after the closing date will not be accepted.

Queries on the progress of your application

We are unable to contact every applicant and regret that if you have not heard from us then you have not been successful in being called for interview. Feedback will only be provided to unsuccessful interviewees who request it.

PROTECTION OF PERSONAL DATA STATEMENT

The John Muir Trust is committed to full compliance with the requirements of the Data Protection Act 1998 (the Act) as currently in force, or any successor legislation. The personal information which you disclose to us as part of the recruitment process will be used only for the purposes of that process and will be disclosed only to duly appointed members of the selection panel and relevant office staff.

The Trust may have enclosed an Equal Opportunities Monitoring form for completion with the application form. Any sensitive personal information given on the monitoring form will not be disclosed to the selection panel and will be used only for monitoring purposes, with the sole exception that, if you are invited to interview, information about disability may be used by office staff to ensure that adequate access and other relevant arrangements are made for you.

If your application is successful and you accept an offer of employment, the application form, references and any other information you supply will be used to form the basis of our personnel record and for statutory purposes. You will have right of access to all such material as provided by the Act.

If your application is unsuccessful your personal information will be retained securely for nine months by the Trust and then confidentially destroyed. All copies made for the purposes of the recruitment process will be destroyed immediately after an appointment has been made.

EQUAL OPPORTUNITIES AND DIVERSITY STATEMENT

The Trust aims to integrate diversity and equal opportunity into all its activities from key decisions on its mission and strategic objectives through to day-to-day operations. It does not tolerate discrimination on the grounds of gender, race, disability, age, religion and belief, sexual orientation or other irrelevant distinction. All staff and people we deal with should receive fair and equal treatment.