* **Notes on how to apply for the role of International Officer**

**Application pack**

You will find further information about the post in the application pack

**Job Application Form**

Complete the RSE application form as fully as possible demonstrating how you meet the competencies and skills required for the post and the relevant experience you bring to the role. If you have any questions about filling in the form, do not hesitate to contact me.

**Diversity**

Completion of the Equal Opportunities Monitoring Form is optional.

**Interviews**

If you are invited for interview, due to the current situation of COVID 19, this will take place online possibly using ZOOM on a date and at a time to be confirmed.

**Eligibility**

In accordance with the Immigration, Asylum and Nationality Act 2006 The RSE, as an employer, has a legal responsibility to prevent illegal working and therefore must check that all employees are entitled to work in the United Kingdom. To do so we require to see original documents evidencing right to work in the UK before commencement of employment.

**Feedback on your application**

Please note that feedback will only be provided to candidates after interview.

Finally, I would like to thank you for your interest in the Royal Society of Edinburgh.

Yours faithfully,

**Ms Christel Baudère**

**Senior HR Advisor**