

Dear Applicant

RE: Temporary Assistant Examinations Administrators Vacancy (Full-time and Part-time)

Thank you for enquiring about the above vacancy. We have included a number of documents to assist you in making your application:

- Job description
- Application Form
- Supplementary Information Form
- Equal Opportunities Employment Monitoring Form

Please complete all the forms including the names, addresses and telephone numbers and/or email addresses of two referees. When completed these should be returned by the **Closing Date of: Wednesday 17th March 2010 at 12noon** preferably electronically, or by post:

1. E-mail: recruitment@rcsed.ac.uk
2. HR Department
The Royal College of Surgeons of Edinburgh
Nicolson Street
Edinburgh EH8 9DW

We cannot guarantee to consider late applications. Please note we do not accept CV's.

We wish to advise you that we use the software package Microsoft Windows XP Version 2007 and therefore it may not be possible to open other software packages. If you use a different software package, it may be preferable to print off and send your completed Applications Forms by post.

Interviews will be held week commencing 22nd March 2010.

If you have not heard from us by Wednesday 24th March 2010 regretfully you have been unsuccessful on this occasion. Candidates who have been shortlisted for interview will be contacted in the first instance by telephone. I am sorry it is not possible to write to all unsuccessful candidates, but you will appreciate that, as a registered charity we cannot reply to all applicants.

We aim to be an equal opportunities employer and monitor how successful we are in attracting applications from all sections of the community. We would be grateful, therefore, if you would take time to complete this form. It can be returned with your application, and it will be retained within the HR Department and used solely for monitoring purposes; it will not be made available to the short-listing panel.

Thank you for your interest in the Royal College of Surgeons of Edinburgh. We look forward to receiving your completed application forms by the Closing Date. If you need any further information, do not hesitate to contact us.

Yours faithfully

Yvonne Gallagher
HR Officer

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