

Dear Applicant

RE: Faculty Development Manager

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
- Equal Opportunities Employment Monitoring Questionnaire

Please complete all the application forms including the names, addresses and telephone numbers and/or email addresses of two referees (one of these must be from your current or most recent employer). When completed these should be returned by the **Closing Date of 9am on Monday 22nd May 2023 electronically:**

E-mail: recruitment@rcsed.ac.uk

(Documents should be attached to an email and not accessed via [SkyDrive](#)).

We cannot guarantee to consider late applications. Please do not submit a CV, these will not be considered as part of your application. Candidates who have been shortlisted for interview will be contacted in the first instance by email.

Interviews will take place week commencing 29th May 2023.

The application form plays an important part in the selection process, both as a tool for helping us to shortlist candidates for interview and as a basis for the interview itself. Any decision to shortlist you for interview will be based solely upon the information you supply on your application form.

If you have any difficulty in completing the forms or require the forms in an alternative format, please contact the Recruitment Department by e-mail: recruitment@rcsed.ac.uk

The Royal College of Surgeons of Edinburgh is an equal opportunities employer. If you consider you have a disability (as defined by the Equality Act 2010) and have any specific requirements, or require assistance or reasonable adjustments (for example, information in larger font) to be made for you during the selection process, we will do our best to assist you. You are given the opportunity to express your needs by attaching a separate sheet to your application form or by contacting the HR Department on +44 (0) 131 527 1587 or by e-mail: recruitment@rcsed.ac.uk

The Equal Opportunities Monitoring form can be returned with your application. 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.