**The Moving Memory job application process**

Application

* For all jobs we ask for a simple list of past jobs and experience (CV) and an accompanying description of:
	+ why you are attracted to the role
	+ why *your* experience and skills make you the best person for it
* This information can be in any media – written, audio, video etc.
* We do not collect Equal Opportunities monitoring information. As a micro-organisation, we don’t have the capacity to manage, analyze and use this kind of data properly, but we are absolutely committed to equality, diversity and inclusion.

Interview

* Where possible we will arrange a “live” interview, but online interviews may also be used for safety and convenience of interviewee and MM.
* Please let us know of any access requirements.
* Interviewees will be given details of who will be interviewing them and an outline of the questions they will be asked the day before the interview – this is for general information ONLY and is not intended to encourage formal preparation.
* We do not normally give practical tests as part of the interview process. If we do, it will be sent, with full instructions, including a timeline for completion, in advance and will NOT be part of the “on-the-day” process.

Offer

* A job offer will be made subject to:
	+ References
	+ A Basic criminal records check (or, if the role permits, an Enhanced criminal records check). A discussion with an applicant will be arranged to discuss the relevance of any criminal records which may emerge. Unspent convictions do not automatically disqualify a candidate.
	+ Receipt of proof of eligibility to work in the UK.
* No offer is final until all this information has been approved.

GDPR

* We keep all application forms, other personal information and our decision-making process securely online.
* Application information can only be accessed by staff involved in the recruitment process.
* Application information from unsuccessful candidates is kept for 6 months from the interview date.