



## ROYAL ACADEMY OF MUSIC

INSPIRING GREAT MUSICIANS SINCE 1822

October 2019

Dear Applicant

### **Re: Executive Assistant and Management Support (19/045)**

Thank you for your enquiry regarding the above vacancy. I am pleased to enclose an application pack, containing the following documents:

- Information for Applicants
- Job Description and Person Specification
- Application Form
- Equality Monitoring Form
- Privacy Statement

Further information about the Academy can be found on our website: [www.ram.ac.uk](http://www.ram.ac.uk).

If you decide to apply for this post, please return your **completed application form** and **Equality Monitoring Form** as **separate files** to the Human Resources Department at the address below, or by e-mail to [hr@ram.ac.uk](mailto:hr@ram.ac.uk). Please ensure you use the Supporting Statement section of the application form to describe how you meet the role requirements. Please do not write your name in your application form as we use a blind recruitment policy. Personal details will be in the Equality Monitoring Form. Please note that CVs or incomplete application forms will not be accepted.

### **Completed applications must be returned by 10am 25 October 2019.**

Only candidates short listed to attend interview will be further contacted. If you not hear from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. Please note that we are not able to give feedback to candidates who have been unsuccessful at the initial application stage. However, I would like to assure you that a short list of candidates is only drawn up after very careful consideration of each candidate's application against the criteria set out in the person specification for this post, and I hope that you would still feel encouraged to apply for suitable future vacancies at the Academy as and when they are advertised.

We are required by law to check that all potential employees comply with legislation to prevent illegal working. If you are short listed to attend an interview, you will be required to bring with you either your passport or other documentation issued by the Home



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Office that clearly indicate your right to live and work in the UK. For more details, please visit <https://www.gov.uk/browse/visas-immigration/work-visas>.

The Academy undertakes comprehensive pre-employment checks including obtaining employment and academic references. You will also be required to provide the original certificates of all qualifications listed on your application form. For certain posts, DBS and financial background checks may be undertaken. Details of the pre-employment checks required for each post will be provided during the interview process.

Please note that, should you be appointed, you will not be able to commence your employment until the appropriate checks have been completed.

I would like to take this opportunity to thank you for your interest in the Royal Academy of Music.

Yours faithfully

Paul Riddell  
**Director of Human Resources**

Encs.

