



RECRUITMENT ADVERTISING

**DEADLINE FOR SUBMISSION OF PROPOSALS:
17:00, TUESDAY 8TH MAY 2018**

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received some clarification questions. Those questions and their associated responses are detailed below.

Q. Your total expenditure [in this area] over the last two financial years was £48,000. How many roles does/did this account for?

A. Circa 26

Q. Which advertising channels do you currently use?

A. Guardian, Times, Linked In, Indeed, Reed, a number of IT Job boards, Exec. Appointments, Graduate Jobs, National Museums and a range of others depending on the role

Q. When a job seeker applies to an advertised vacancy, how would you prefer to receive applications? (i.e. is there an application form which should be completed and returned, or, is a CV and covering letter appropriate?)

A. Candidates apply through our ATS either filling in a form or uploading a CV and statement depending on the role

Q. Should HR or the hiring manager receive the completed applications in the first instance?

A. The ATS is managed by the Recruitment Team and recruiting managers are supplied with sift and interview packs