

Recruitment - Application support

Fostering an outstanding and inclusive community is one of the core pillars of SAMS. We aim to be an inclusive organisation, where difference is celebrated, respected and encouraged. We believe diversity of experience, perspectives and backgrounds will lead to a better environment for our employees and students.

We encourage applications from all genders, backgrounds and communities.

Where to find all our Job Vacancies

You will find all our job vacancies on the vacancies page of our website at [Vacancies — Scottish Association for Marine Science, Oban UK](#)

How to Apply

If you find a position you'd like to apply for, please prepare and send us:

- a CV, and
- a cover letter.

Ensure your CV is up to date and includes:

- Training and qualifications
- Your work experience – for each job role, tell us what tasks you carried out in a working week.

Your cover letter should include:

- Why are you applying for our position?
- What are the relevant skills and experience you have that is relevant to our position?
- Why would you like to work at SAMS?
- Why do you think you would fit into our workplace and culture.

We do prefer that all applications are sent to us by email. However, if you are unable to do this, please just call us by telephone on 01631 559000 to discuss what might be suitable for you.

Send your CV and cover letter to recruitment@sams.ac.uk . Please put the job reference number in the subject line of your email.

All applications must be submitted before 23:59hrs UK time on the closing date.

CVs

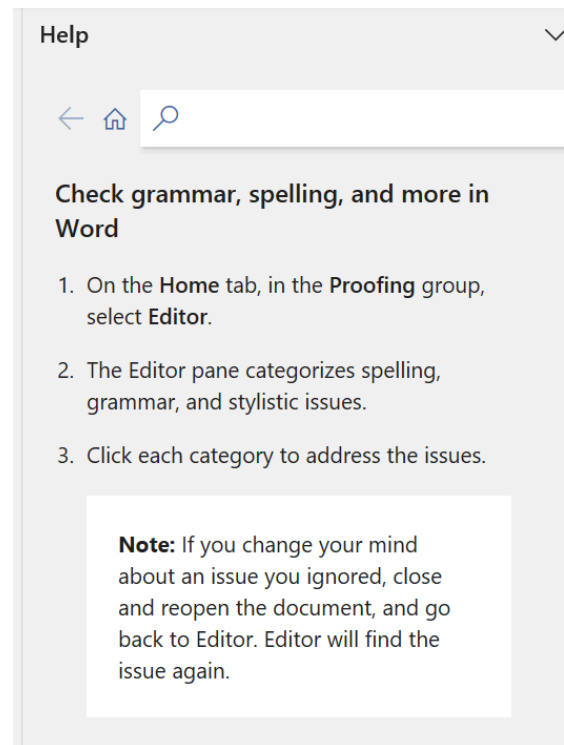
See below. Some useful tips on writing or updating your CV.

How to write a CV | National Careers Service

Make a first draft of your CV. Take a break. Think about what you have included in it. Check the guides above for anything you may have missed out or look for tips on what else you can add into your CV.

Finally check your CV to ensure it highlights main skills and experience the job requires. You might also wish to use Spell Check, if using Word.

Other spell checker and grammar tools.
[Free Spell-Checker | AI-powered Online Spell Check](#)
[Free AI Grammar Checker - LanguageTool](#)



We review all applications anonymously to remove any bias.

Candidates who have a disability

We want to ensure that all our candidates have the best possible recruitment experience with us.

Where candidates are finding it difficult to apply for our jobs based on our format or other requirements, please do just contact an HR team member at recruitment@sams.ac.uk

[Writing a CV | Disability charity Scope UK](#)

[CV Toolkit | Disability Rights UK](#)

Writing your cover letter

This is a great opportunity to share examples of any achievements you have which support the skills and experience in our work placement outline.

Where you don't have direct experience of an activity listed in the placement outline, write how the experience you have had, could be transferred into a particular work activity, where appropriate.

After Applying

Once you've submitted your CV and cover letter to us, we will send you an email within 1-2 days confirming we have received your application.

After Closing Date

We assign a selection panel for each position we advertise. The panel will assess all applications anonymously at the initial shortlisting stage to ensure they are reviewed fairly and free from bias. Applications will be reviewed against the requirements set out in the placement outline which includes the Knowledge, Skills and Experience criteria.

A member of the HR team will contact you to let you know if you've been successful in getting through to the next stage/are invited for interview.

Candidates not invited to the next stage of the interview process

A communication will be sent to all candidates, informing them of the outcome of their application. Occasionally, we can offer feedback to candidates, but this is not always possible due to the number of applications and enquiries we receive each year.

Candidates invited for interview

Candidates will be sent a communication, usually by email, inviting them to the next stage or an interview with SAMS.

The communication will clearly state the date, time and schedule for each candidate.

Candidates should email recruitment@sams.ac.uk or telephone 01631 559000 to confirm they can attend the interview. This should be done, at the very latest, 2 days prior to your interview day.

Most of our interviews are by Microsoft Teams but where a candidate would find it easier to do a face to face on-site interview, please just let us know.

If I am shortlisted for interview, and I have a disability, do I have to disclose my disability?

There is no legal obligation for you to disclose that you have a disability (unless there are very specific health and safety risks). However, you may wish to inform the HR team at recruitment@sams.ac.uk of your disability so that we can discuss and support any reasonable adjustments you might require for your interview.

If I have a disability and am successful in being appointed the job. How will I be supported as I start employment?

If you are appointed, we'll work with you to make any necessary reasonable adjustments to support you.

Post recruitment feedback on our recruitment process

We are always looking to continuously improve our recruitment processes. If you would like to provide us with any feedback on areas we can improve on in the future, please just drop us a note to recruitment@sams.ac.uk

Thank you.

SAMS Human Resources Team