



Guidance Notes for Internship applicants

These notes are intended to help you to participate in our selection process as effectively as possible and assist you in providing us with all the information that we need to help us understand how you meet the requirements of the role. Please read these notes carefully before completing your application form. If you have any difficulty in completing your form, please contact us, our contact details are: galleryjobs@tate.org.uk

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. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply on your application form. Even if you are already known to Tate as a previous or current employee, it is important you complete the form in full. We cannot take into account in the selection process any previous knowledge we may have of you.

Examine the Opportunity Outline

All Tate internship placements will include a full Opportunity Outline with a section that outlines what we are looking for in the successful candidate. The activities and learning outcomes of the internship are set out under the 'Opportunity' heading of the Outline, and the knowledge, skills and experience we are looking for in the successful candidate are listed under the 'What we are looking for' heading.

It is important to read all the information in this document before completing your application.

Analyse your Experience

Look at the activities involved in the internship placement. Ask yourself why you are interested in this opportunity? Would it be good for your future career plans? Would it enable you to gain new skills and experience?

Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. These examples could be from any aspect of your life, including work, education and social life. Explaining your current (and previous) jobs and educational courses to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the internship. We would recommend that when providing examples, you give an overview of the situation, the actions you took and the results.

Completing the Form

Tate uses an online application process. You will need to register with us to complete your online application. By registering you will be able to save your application and come back to it later, for example if you do not have time to complete it all in one go.

Your email address will act as your login identification. You will be sent a confirmation email to this address which you will need to activate your account.

If you require an application form in an alternative format please contact us on 020 7887 4997.

Please do not attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. Applications in the form of CVs will not be considered.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

On our application form, we will ask you to provide examples of how you meet the criteria mentioned under the heading 'What we are looking for' in the Opportunity Outline. As previously mentioned, these examples could be from any aspect of your life, including work, education and social life.

We would like our internship placements to go to the people who would gain the most from them, and who would not otherwise have the opportunity to gain an understanding of a career in the arts. On our application form, there will therefore be a question about what difference this internship would make to you. This is a space for you to tell us about your personal motivations.

Tate aims for its work to be inclusive, and we want to reach more people from a wide range of backgrounds who wouldn't have necessarily considered visiting an art gallery. More information about this can be found on our Tate for all pages of the Tate website: www.tate.org.uk/about/working-at-tate/diversity-at-tate . On our application form, we will be asking you to outline how you would contribute to this aim and help our work be relevant to a wide range of people.

Don't forget to proof-read your form and check for any errors before submitting it to us.

Shortlisting

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment of how closely your application meets the selection criteria set out as questions on your application form. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of whether you have been shortlisted or not via email. You can also check the status of your application by logging into your account.

Interviews

We try wherever possible to indicate in the advert and Opportunity Outline the date when interviews will be held so applicants can plan ahead. If you are shortlisted, we will normally contact you by email to invite you to interview. This email will give full details of what the selection process will involve. This may include carrying out a selection exercise to test out your ability to carry out specific requirements of the role for which you have applied. If you have a disability and need any adjustments to be made in order for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers

All offers to work at Tate, whether it be offers of employment, casual work, internships or voluntary work are made subject to receipt of references, proof of identity, address and security clearance satisfactory to Tate. Under the Asylum and Nationality Act, we are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to commencing their new role. In addition to these checks, offers for roles working with vulnerable groups will be subject to a satisfactory enhanced Criminal Records Bureau check. Where this is required, it will be stated clearly in the Opportunity Outline.

Data Protection Act, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personal record. Information provided by you in the Diversity Commitment section of the application form will be used to monitor Tate's diversity policies and practices. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and your personal record if you are the successful candidate.

We hope you find the above helpful and good luck with your application