



## Guidance Notes for 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:

Tate Gallery: [galleryjobs@tate.org.uk](mailto:galleryjobs@tate.org.uk)

Tate Catering: [cateringjobs@tate.org.uk](mailto:cateringjobs@tate.org.uk)

Tate Enterprises: [enterprisesjobs@tate.org.uk](mailto:enterprisesjobs@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 Job/Role Description and Person Specification

All Tate vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities of the post are set out in the job/role description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

### Analyse your Experience

Look at the activities involved in the vacancy. Ask yourself why you are interested in this vacancy? Would it be a good career move for you? Is the move a promotion which would enable you to gain more responsibility or enhance your skills, or is it a sideways move intended to broaden your skills and experience?

Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs 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 vacancy.

### 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.

The section headed 'Supporting Information for Application' is a very important part of the form. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

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 in the person specification. Shortlisters will go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. 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 job/role description 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 job/role description.

## **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*