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

Please note this applies to successful candidates for apprenticeship vacancies only.

Privacy Statement

Information provided by you as part of your application will be used for the purposes of carrying out Tate's recruitment and selection process. Information provided by you in the Diversity Commitment section will be used to monitor Tate's diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months.

The only exceptions to this is personal information relating to applications for positions where an appointment has been made from outside of the European Economic Area (EEA), where we may be required to retain your applicant information for a longer period to comply with UK Visa and Immigration regulations.

If you are the successful candidate, your application will be retained and will form the basis of your personal staff record. This data will be retained in line with our staff data retention policy.

Any diversity data retained for monitoring purposes is completely anonymised so no individual is identifiable.

For more information please see Tate's candidate privacy notice.

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

If you have any questions in relation to your application, please contact a member of the Human Resources team on 020 7887 8027. Alternatively you can email us at galleryjobs@tate.org.uk