



## **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:

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

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

For Tate Enterprises jobs: [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.

If you require an application form in an alternative format please contact us on 020 7887 4983 or email the appropriate email address above.

### **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.

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’ (Step 5) is a very important part of the form. In this section you will be asked to respond to some or all of the essential criteria as set out in the person specification for the role. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. 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 essential criteria that we set out in Step 5 of the application form. Shortlisting managers 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.

Tate is committed to increasing diversity in our workforce and we particularly welcome applications from disabled people, as they are currently underrepresented in the arts sector. In recognition of our commitment to disability equality, Tate is a Disability Confident Employer. We guarantee to interview all disabled applicants who meet the minimum criteria for a vacancy and consider them on their capabilities and potential. The minimum criteria being assessed at application stage are set out in Step 5 of the application form and are drawn from the person specification for the role. You can find information about what is classified as a disability [here](#).

You will be invited to participate in the guaranteed interview scheme if you have declared that you have a disability under Step 8 of Tate’s application form, and given a choice to opt out of the scheme. Participating in the scheme means that providing you meet the essential criteria for the vacancy, you will be invited for interview. If you do not wish to be included in the guaranteed interview scheme, please select opt out before submitting your application.

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.

Details of our pre employment checks and what they mean for you are outlined below:

### **Satisfactory references covering the last 3/5 years of employment**

Depending on the role that you are applying for, you will be asked to provide contactable referees for the last three or five years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

### **Health Clearance**

Along with your offer letter we will ask you to complete a health questionnaire. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

### **A Satisfactory Disclosure Check**

Our jobs are like our galleries, open to all. Having a criminal record will not necessarily be a bar to working at Tate. This will depend on the nature of the job role, the nature of the offences, when the offence occurred and your honesty and openness in disclosing your convictions. All of our roles at Tate are subject to a Basic Disclosure check. This check will require you to declare any unspent convictions.

Offers for roles working with vulnerable groups will be subject to a satisfactory Enhanced Disclosure and Barring Service check. Where this is required, it will be stated clearly in the job/role description. Where roles have been identified as requiring an Enhanced Disclosure, you will be asked to declare all convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013).

Guidance on completing an Enhanced Disclosure and Barring Service check and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

If you would like further support and advice on completing an Enhanced Disclosure and Barring Service check, the following external organisations provide trusted information and advice services for people with convictions: NACRO ([www.nacro.org.uk](http://www.nacro.org.uk)) and Unlock ([www.unlock.org.uk](http://www.unlock.org.uk))

### **Proof that you are legally entitled to work in the UK**

Under the Immigration, Asylum and Nationality Act 2006, 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.

### **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 deleted or disposed of confidentially. The only exception to this will be for positions where an appointment has been made from outside of the European Economic Area (EEA), where we may be required to retain applicant information for a longer period in order to comply with UK Visa and Immigration regulations. If you are the successful candidate, your application will be retained and form the basis of your personal record. Information provided by you in the Diversity Monitoring section will be used to monitor Tate's diversity policies and practices. By submitting your completed application 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

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](mailto:galleryjobs@tate.org.uk) .

