

## 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 ascertain to what degree you meet the requirements of the job. 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 Eats: [cateringjobs@tate.org.uk](mailto:cateringjobs@tate.org.uk)

Tate Commerce: [retailHR@tate.org.uk](mailto:retailHR@tate.org.uk)

Tate Gallery: [galleryjobs@tate.org.uk](mailto: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. Please take the time to answer all questions fully, and to proofread your answers before submitting.

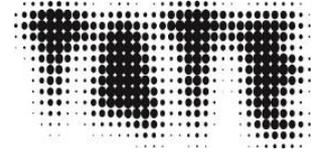
### Examine the Job/Role Description and Person Specification

All Tate vacancies will include a full job description with a person specification. The purpose and main duties and responsibilities of the post are set out in the job description and the experience, skills and competencies 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 as selection will be based on finding the closest match to the Person specification.**

### 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 experience, skills and competencies. 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 if you do not have time to complete it all in one go. You can also choose to receive email alerts about similar future vacancies. Your email address will be your log-in, and you will be sent a confirmation email to this address to activate your account.

If you require an application form in an alternative format please contact us on 020 7887 3933. Please do not attach your CV, testimonials or copies of educational certificates to your application form, unless specifically requested to do so. Applications in the form of CVs alone will not be considered. Our e-recruitment application process is designed to enable a fair and transparent selection process, where all candidates are evaluated against the same criteria (selection questions) and are anonymised during the selection process.

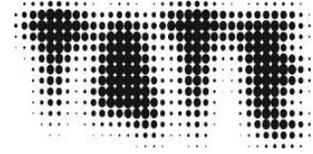
It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you **complete all the sections (and all fields) on the form, as fully as possible**. Please read the instructions 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 job 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 experience, skills and competencies required as set out in the person specification for the job. It is not sufficient to merely state in your application that you have the experience, skills and competencies 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 proofread 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 assessing 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 experience, skills and competencies required for the job. **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 when the 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 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.

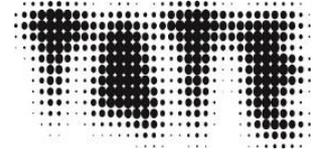
## Offers

All offers to work at Tate, whether offers of employment, casual work, internships or voluntary work are made subject to satisfactory proof received of your Identity, 3 years full employment history, with employment references for each period of employment, evidence for periods not in employment, and a Criminal Record Check. Under the Asylum and Immigration 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, often at the interview stage. In addition to these checks, offers for roles working with vulnerable groups will be subject to a satisfactory enhanced CRB check. Where this is required, it will be stated clearly in the job description.

Upon an offer of employment, we will conduct checks to confirm your last three years of activity. Please ensure that your application form contains a full employment history for at least the **past 3 years**, and that you include full details of at least two referees who we can contact, one of whom must be from your most recent place of employment. If you were not in employment during part of the last 3 years, we will also request verification details of your activity (e.g. academic, volunteering, travelling).

## 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 Equal Opportunities Monitoring 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, equal opportunities monitoring and your personal record if you are the successful candidate.

## The Disability Confident Scheme

Tate is committed to increasing diversity in our workforce, including Disability equality. The Disability Confident Scheme allows disabled job applicants, including internal applicants, to be considered under the Disability Confident guaranteed interview scheme, unless they choose to opt out on the online application form.

All applicants who take part in the Disability Confident Scheme will be guaranteed an interview, **if they meet all of the essential criteria** for the role.



Good luck with your application and thank you for your interest in working for Tate.