



Guidance Notes for Internship applicants

These notes are intended to help you complete your application as effectively as possible and assist you in providing us with all the information that we need. Please read these notes carefully before completing your application form.

Your Application

The application form plays an important part in the selection process. 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.

Tate uses an online application process. You can apply online by creating an account and registering your details or if you are an existing user, log into your account. 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 4983 or email galleryjobs@tate.org.uk

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.

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

The activities and learning outcomes of the internship are set out under the 'Opportunity' heading of the Outline. 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?

There is also a section entitled '**To apply for the role you will need to**'. This section outlines what we are looking for in the successful candidate. We will ask you to demonstrate how you meet some of these criteria on Step 5 of the application form and others at interview stage. You should read each question on the application form carefully and provide us with examples of how you feel you meet the criteria. You can use examples from any aspect of your life, including work, education and social life. Please limit your answers to a maximum of 200 words.

When explaining your examples, consider the following:

- when, where and how you were involved
- what actions you took to achieve the outcome
- what you achieved and what you learnt from this

What difference will this internship make to you?

We would like our internships 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 benefit this internship would make to you. This is your chance to tell us about the difference an opportunity like this would make to your own life and to explain your personal motivations for the role.

Things to remember when applying online:

- give yourself plenty of time, especially if you're using a public computer
- make notes on each question before entering your final response
- keep a record of your username (this is your email address) and password (a reminder can be requested if needed)
- save your application if you are not completing it in one go and need to come back to it at a later date
- read over your form as a final check for errors the computer may have missed
- use the computer spellchecker to correct any typing errors. Please note that if you are using an internet explorer browser, this does not have a spell check facility
- once you have finished completing your application please press submit. At this stage you will have an option to download a PDF version from your account. You may wish to print this out.

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 selection criteria that we set out in the questions on step 5 of your application form. 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 '**To apply for the role you will need to**' section of the Opportunity Outline. 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 internship, 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

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 interview process will involve. This may include carrying out an 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 this process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

Things to Remember:

- plan your route and allow enough time to arrive at least 10 minutes early
- take a copy of your original application and read up on this before your interview
- look at the Opportunity Outline again. We will be asking you questions about how you meet the criteria under the section 'To apply for the role you will need to'. Prepare some examples – these examples can be from any aspect of your life including work, education or social life.
- do your research – have a look on the Tate website to learn a bit about what we do
- prepare a question or two to ask at the end of your interview
- bring along any examples you may have from previous courses or work you may have done, this may be in a portfolio or you may just want to jot down an example for you to explain during your interview

For further advice on what to include in your application and how to prepare for an interview, please visit www.nationalcareersservice.direct.gov.uk

Internship Offers

If you are successful with your interview you will be sent an offer letter. All offers to work at Tate 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:

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 internship. 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 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) and Unlock (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.

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

