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 job. Please read these notes carefully before completing your application form. If you have any difficulty in completing your form, please call the Human Resources Department on 020 7887 8027 or email jobs@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 pack

All Tate job packs 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 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 the job pack before completing your application.

Analyse your experience

Look at the activities involved in the job. Ask yourself why you are interested in this job? 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 job.

Completing the form

Ensure you clearly state the full job title and reference number on your application form. It is always advisable to do a rough draft first. Please type or complete your form legibly in black ink, to allow for photocopying.

Please do not attach to your application form your CV, testimonials or copies of educational certificates. **Applications in the form of CVs will not be considered.** If you need to add continuation sheets, please make sure you mark these clearly with your first initial, surname and the job title and reference number of the job for which you are applying. Please try to limit any continuation sheets to no more than 4 sides of A4.

The section headed **'Supporting Statement'** 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 knowledge, skills and experience 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 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.

You might find it helpful to address each of the items in the person specification separately in the order they have been listed to make sure you address them all.

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.

Don't forget to proof-read your form and check for any errors before signing it and returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to the address indicated in the job pack, and ensure that it reaches us before 5.00pm on the day of the closing date. Applications received after the closing date may not be considered. If you are having problems returning your form, you may fax it to 0871 594 1785. If you are faxing from outside the UK, please fax to 0044 207 887 8029.

Shortlisting

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people. 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 job. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

Unfortunately, due to the high volume of applications we receive, we are unable to write back to all those who are unsuccessful at this stage or give specific feedback on why you have not been shortlisted. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

Interviews

We try wherever possible to indicate in the advert and job pack the date when interviews will be held so applicants can plan ahead. If you are shortlisted, we will normally contact you by letter or email to invite you to interview. This letter or 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 job for which you are applying.

Offers of employment

All offers of employment at Tate are made subject to receipt of references, proof of address and security clearance satisfactory to Tate. Under the Asylum and Immigration Act, we are required to check that anyone taking up employment 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 taking up employment. In making these checks, Tate complies with the Baseline Security Standard which is a check designed to assure the identity of prospective public body employees.

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 on the Equal Opportunities Monitoring 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.

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