



GUIDANCE NOTES FOR APPLICANTS

Thank you for expressing an interest in working at the National Gallery.

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

Please ensure that the information provided in your application is reliable, accurate and true.

We hope the following guidance will be of assistance, however if you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@ng-london.org.uk or on 020 7747 5909.

If you are unable to complete the form online and require the application in a different format please contact the Human Resources Department to discuss your requirements.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre employment screening. As part of our security screening process we need to account for all of your time over the past 3 years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information

In this section you should provide any information that supports your application. By using the person specification, it would be helpful if you could outline how your skills, knowledge and experience match the requirements of the post. The person specification shows you which criteria will be used to shortlist candidates for interview. 'Essential' criteria are those which are necessary to carry out the responsibilities of the job. 'Desirable' criteria are aspects that would be beneficial.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for

monitoring purposes and identifiable information will not be disclosed.

Declaration

We ask that you tick the box to confirm that you have read and agree to the declaration statement prior to submitting your application.

Please note that you will not be able to view or edit your application once it has been submitted. You are advised to review and print a copy of your application before submitting it.

Acknowledgement

Once you have submitted your application an email will be sent to you notifying you of receipt. If you do not see the email in your inbox, check your junk mail folders in case this email gets labelled as spam by mistake. If you do not receive an email from us please contact the Human Resources Department at recruitment@ng-london.org.uk

All candidates will be notified of the outcome of their application by email, although it may be some time after the closing date before those who are not being called for interview are notified that their application has been unsuccessful.

If you should wish to change the email address to which correspondence relating to your application is sent please contact recruitment@ng-london.org.uk.

WHAT HAPPENS NEXT

Shortlisting

After the closing date all applications will be reviewed and candidates will be advised of the shortlisting decision by email. Please note that it is not our practice to provide feedback to unsuccessful applicants at application stage. Shortlisted applicants will be invited to an interview.

Interview

Shortlisted candidates will be interviewed by a panel. The recruiting manager will also always sit on the panel. If you are shortlisted you will be notified of the panel members in the email confirming your interview.

All candidates who have been invited for the interview will receive an email notifying them of the outcome.

Pre employment Screening

Due to the value of our collection the Gallery undertakes extensive pre-employment screening. Offers of employment are subject to pre-employment screening which includes security screening, health screening and references. Security screening requires verification of identity, employment or academic history for the past 3 years, immigration status and a criminal record check.

Because this process normally takes a month or more we may for certain critical posts collect the information required on the day of the interview.

If you are successful

Following the selection process, successful candidates will be contacted and a conditional offer of employment will be made. Before any offer of appointment can be confirmed and start dates agreed, we must first complete the Security Screening, health checks also the reference checks.

To enable us to verify your employment or academic history for the past 3 years, you will be required to provide contact details of employers and/or other referees. You will be asked to provide this information by email.