Commercial Events Officer

Application for Employment: Confidential

Closing date: **Midnight, Sunday 6 March 2022**
Interviews: **TBC**

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- Please return the application form in PDF format to recruitment@whitechapelgallery.org
- In the subject line of the email, type your full name followed by the job title.
- Applications submitted after midnight on the deadline will not be considered.

We would be grateful if you would fill in and return the Equal Opportunities Monitoring form with your application. When the application is received, the Equal Opportunities Monitoring form is removed and does not form part of your application. The information from these forms helps us to monitor the effectiveness of our recruitment campaign.

Unfortunately, due to the volume applicants for advertised positions we are not able to contact unsuccessful candidates, or to give feedback on application forms.

If you have not had a response from us by the advertised interview date, please assume that your application has been unsuccessful on this occasion.

Access for people with disabilities

Please contact Recruitment Team on 020 7539 3320 or via recruitment@whitechapelgallery.org if you are unable to complete this form electronically or would like further information about access.

The Whitechapel strives to be an equal opportunities employer and welcomes applications from all sections of the community.

Please type or write clearly in dark ink.

Personal Information

Name	TYPE HERE
Telephone Number	TYPE HERE
Permanent Address	TYPE HERE
Email	TYPE HERE
Where did you hear about this vacancy?	TYPE HERE

Education, Training and Professional Qualifications

(Add or delete rows as required)

Institution	Dates attended	Qualifications and year obtained

IT skills

(Add or delete rows as required)

Programme used	Level of proficiency

Employment Information

Start with your present or most recent employer and work backwards.
Include volunteering roles and other relevant experience.
Please retain the following format; add or delete tables as required:

Dates of employment (MM / YY - MM / YY)	Employer	Job title	Hours and salary

- Brief description of duties (Max. 5 Bullet points; USE WIDTH OF PAGE)

Application Statement

With direct reference to the job description and person specification, please explain how your skills and experience meet the requirements for this post.

Please also explain what drew you to this post, and how it fits in with your career plans and ambitions. For advice please see this useful tips document.

Given the diverse group of audiences the Whitechapel attracts, we are also interested to find out how you work with people to support a diverse and inclusive workplace.

Your statement should be between 250 and 700 words.

TYPE HERE

References

Please include the names and contact details of two referees, including your most recent or present employer.

Referee 1:

Name	TYPE HERE
Email	TYPE HERE
Telephone Number	TYPE HERE
In what context do you know this referee?	TYPE HERE

Referee 2:

Name	TYPE HERE
Email	TYPE HERE
Telephone Number	TYPE HERE
In what context do you know this referee?	TYPE HERE

The Whitechapel Gallery will never approach a referee without your prior consent.

Declaration:

I declare that the information provided on this form is correct to best of my knowledge and I understand that any misleading information may lead to the withdrawal of an offer of interview and/or employment. I have the right to work in the UK under the advertised conditions of this role, and will be able to provide documentation to this effect in the event of an offer of employment.

Signed: **Date:**

Please note that the advertised conditions of work for this role are not negotiable.

Thank you for your interest in the Whitechapel Gallery. If you are shortlisted for an interview for this post you will be contacted via email.

Charity number: 312162; Company number: 4093862