

Research & Database Officer

**Application for
Employment:
Confidential**

.....

- Please return the application form in PDF format to recruitment@whitechapelgallery.org
- In the email's subject line, 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 monitor our recruitment campaign's effectiveness.

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

If you are still waiting for a response from us by the advertised interview date, please assume that your application has been unsuccessful.

Access for people with disabilities

Please contact the Recruitment Team at 020 7539 3320 or via recruitment@whitechapelgallery.org if you cannot complete this form electronically or would like further access information.

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	
Telephone number	
Permanent address	
Postcode	
Email address	
Where did you hear about this vacancy?	

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 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 two referees' names and contact details, including your most recent or present employer.

Referee 1:

Name	
Email address	
Telephone number	
In what context do you know this referee?	

Referee 2:

Name	
Email address	
Telephone number	
In what context do you know this referee?	

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 the best of my knowledge. I understand that any misleading information may lead to the withdrawal of an offer of an 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 work conditions for this role are not negotiable.

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