Director's Assistant

Application for Employment:

Confidential

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- 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.

We would be grateful if you would fill in and return the Diversity Monitoring form with your application. When the application is received, the Diversity 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. We accept video applications and audio applications. We are committed to offering an interview to disabled candidates who meet the minimum criteria for the job. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as desirable in the Person Specification. If you would like to be considered under this scheme, please opt in on the bottom of this application form*.

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.

Charity number: 312162 Company number: 4093862

Personal Information

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

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

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

Education

(Add or delete rows as required)

School, university, etc.	Qualifications obtained	Date obtained

Training and Professional Qualifications

(Add or delete rows as required)

Provider	Qualifications obtained	Date obtained

IT skills

(Add or delete rows as required)

Programme used	Level of proficiency

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 500 and 1200 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.

*I consider myself to have a disability as defined under the Equality Act 2010, and I would like to apply under the Disability Confident Scheme.
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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:**

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.