

## **Application Guidance Notes**

These notes explain how our recruitment process works and in order to support you to make applications for our vacancies.

If you have any queries or need our recruitment documents in an alternative format, please email us at [jobs@houseofillustration.org.uk](mailto:jobs@houseofillustration.org.uk)

### **1. Job pack**

Each of our vacancies has a job pack that tells you about our work and describes the main responsibilities of the post. It includes a person specification which is a list of the knowledge, skills, experience, and attributes we are looking for in the successful candidate.

### **2. Completing the application form**

To apply for a vacancy, you must complete and return an application form and monitoring form, which you can download from the Work With Us page on our website. You must make your application in this format and the

forms must be saved as a Word or PDF file. We are unable to accept other documents such as CVs or certificates. You must submit your form to [jobs@houseofillustration.org.uk](mailto:jobs@houseofillustration.org.uk) by the deadline date and time. We will not accept applications submitted after this time.

We assess your application form against the criteria listed in the person specification for the vacancy to determine whether you will be shortlisted for interview. We only consider the information you supply in your application form when we are shortlisting. In the personal statement section of the form, you should include everything relevant to your application and tell us how your previous experience demonstrates how you meet the criteria in the person specification. You should include specific examples of the relevant work you have done. Your examples might relate to paid work experience, voluntary experience or something you have done recreationally. We recommend that a personal statement does not exceed two pages (1000 words).

### **3. Guaranteed Interview Scheme**

In recognition of underrepresentation in our staff team, we offer guaranteed interviews to Deaf and disabled\* applicants and applicants of African, Caribbean, Central Asian, East Asian, South Asian, South East Asian and West Asian heritage whose applications meet the minimum criteria for advertised posts. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form which demonstrates that they generally meet the level of competence required as outlined in job pack, as well as meeting the skills, experience and qualities defined as 'essential' in the person specification. If you are eligible, you can indicate on your monitoring form whether you agree to a guaranteed interview. Your monitoring form will not be seen by the staff assessing your application or conducting your interview.

## **4. Monitoring form**

We ask that all applicants for our vacancies complete and submit a monitoring form. It asks questions related to the protected characteristics defined in the Equalities Act 2020, as well as questions related to socio-economic status. We understand that some questions may feel very personal and we understand that you may not want to answer every question, however we are grateful for any information you provide. We gather this information from applicants to help us monitor our progress on our commitment to inclusion so that we can take action where we need to.

Your monitoring form is separated from your application on receipt and the information is not seen by the people shortlisting applications. The information supplied is anonymised and stored securely in accordance with applicable law.

## **5. Shortlisting**

We shortlist applications to determine which applicants will be invited to interview. When shortlisting we are making an assessment of how closely your application meets the essential criteria in the person specification, and how you demonstrate experience or skills relevant to the job description. We will go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted. Our shortlisting is done 'anonymously' meaning those shortlisting do not have any information about your personal identity, such as your name and address.

## **6. Knowing if you have made the shortlist**

Where possible, we will advertise the date on which we will notify you by email about whether or not your application has been shortlisted. If you have been shortlisted, we will invite you for interview and provide

details. If you have not been shortlisted, we will inform you. Unfortunately, due to the high volume of applicants, we are unable to give feedback on your application if you are not shortlisted for interview.

## **7. Interview**

Where possible, we confirm the date of interviews as part of the job pack. If you are shortlisted, we will contact you by email to offer you a time to attend an interview. We will ask you if you have any access requirements that we need to meet to enable you to attend and participate fully. We may ask you to prepare some information in advance and we may tell you some of the questions we will ask you at interview so that you can prepare your answers. We will also tell you the names and roles of the people who will be interviewing you. At the end of the interview, we will let you know when we will contact you to let you know if you have been successful. If you have not been successful, we will ask you if you would like feedback on your interview.

## **8. Data policy**

Please see our [Privacy Policy](#) for a full account of how we process your personal data. 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 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate (Data Protection Act 1998, General Data Protection Regulations 2016).