



## Information for applicants

These are exciting times for the V&A. As the world's leading museum of art, design and performance, we are on a mission to enrich people's lives by promoting research, knowledge and enjoyment of the designed world to the widest possible audience. We are working towards a major expansion of our physical and digital reach, staging hugely successful exhibitions and events, opening spectacular new galleries and facilities, working nationally and internationally, and making our collections more accessible than ever before. We need great people to help us sustain this success.

This guide is designed to help you with your application to join us at the V&A. Please read the information below before starting your application.

### Your application

Please apply online via the V&A's website at [www.vam.ac.uk/jobs](http://www.vam.ac.uk/jobs). For the job you wish to apply for, click on [Full Information](#), and then [Apply Now](#) on the next page. You will be asked to; enter your name, email address, country and postcode; select where you saw the vacancy advertised and; accept the privacy statement. To eliminate the risk of bias, our recruiting managers short-list without access to this information (blind short-listing).

Before you start your application, please confirm that you have the [Right to Work in the UK](#). If you do not have the right to work in the UK, you will not be able to progress your application further. For some vacancies you may also be asked to confirm that you meet some of the minimum role requirements (by answering "yes" or "no").

At any point you may save and quit your form to return to later by using the [Save and Quit](#) button at the bottom of each page. Each time you [Save and Quit](#) a link to your form will be automatically sent to the email address you have provided.

**Education:** You will be asked to enter your secondary and / or higher education. Please only detail your highest (or most relevant) qualification to the role you are applying for i.e. only tell us about your secondary education if you have no higher education to declare.

We only need details of your education if a qualification is specified as essential or desirable for the role you are applying for. We will request proof of all essential or desirable qualifications.

**Work experience:** You will be asked to enter your work history, in reverse chronological order, starting with your current or most recent employment. Please ensure you detail at least the last five years of your work history, accounting for any gaps lasting 28 days or more. We will request references to cover your last five years of work. If you have been working less than five years, please provide details of all employment since you left full-time education.

**Supporting information:** Your supporting statement is a very important part of your application as it's where you tell us why you are a suitable applicant. It's vital that you provide us with evidence to

demonstrate you have the qualifications, knowledge, skills and experience listed on the person specification.

Please provide specific examples of what you have done and how you believe this demonstrates the requirements on the person specification, in the order they are listed. You can draw on examples from work, volunteering, training or education. Please do not generalise e.g. “I usually....” or use your word limit to tell us about exhibitions you liked or achievements that aren’t relevant. We will explore why you want to work with us at the interview stage. On your application form we are looking for evidence that you are suited to the role advertised. Your statement **should not exceed 1,500 words**.

We recommend you draft and save your supporting statement outside of the application portal as your connection may time out. Upon submission of your application, you will be emailed a copy of your application form for your records.

**References:** We need references to cover your last five years of employment and / or education. One of these must be your line manager or HR department at your current or most recent employer (or course tutor if you were in full-time education). We need to confirm the full period of each employment, therefore please provide contact details of the HR department if your line manager is unable to verify these dates.

For security reasons, if you have had any gaps in your employment/education lasting 28 days or more (excluding academic holidays whilst in full-time education) please provide an explanation, supporting evidence and a character reference (to cover each gap). If you have had multiple gaps you can use the same referee provided they have known you for all the periods that you were not in employment or education. If you require more than two referees to cover the last five years, then choose “add another”. You will need to add as many referees as necessary to cover the last five years.

**Equal opportunities & recruitment monitoring:** This information is really important for the V&A as it helps us measure our progress on improving diversity. It is strictly confidential and is not available to the recruiting manager.

**Disability Confident:** The V&A recognises the value and input of employees with disabilities and commits to guarantee an interview for disabled applicants who meet the minimum criteria for the post. If you are applying under the scheme, the recruiting manager will be notified. If short-listed, we will ask you about any reasonable adjustments you need to participate in the next stage of the selection process.

**Declaration:** This is your final opportunity to review your application prior to submitting. Please take this chance to use the navigation buttons to ensure that the information you have provided is accurate and complete. Once you have ticked the box below and pressed the 'Submit' button you will no longer be able to edit your application.

**Help with your application:** If you are having technical difficulties applying online, please use the online chat function on the bottom right hand side of the form. Alternatively, you can contact technical support on 01509 236434 quoting the vacancy reference and your application number. If you require any reasonable adjustments to the application process or have any queries regarding the role and/or the V&A’s recruitment process, you can email us – [contacthr@vam.ac.uk](mailto:contacthr@vam.ac.uk) or call us on 020 7942 2937, Monday to Friday 9.00 – 17:00.

## What happens next?

After the closing date, your application will be reviewed against the essential and desirable criteria for the role. In most cases, you will be notified (by email) if you have been short-listed for the next stage of the selection process, within seven days of the closing date. Please note it may sometimes take longer to notify successful applicants of the next stage, if there are a high volume of applications. Further details on the next stage of the selection process will be detailed in the email.

## Offers of employment

Please note that all offers of employment require:

- **References** covering your last 5 years of employment and / or education. One of these must be your current or most recent employer (or course tutor if you were in full-time education).
- **Proof of the right to live and work in the UK**
- **Health clearance** - you will be asked to complete a confidential pre-employment health questionnaire
- **Security clearance** (Disclosure and Barring Service (DBS) check). This will be a Basic Disclosure and a Self-Disclosure unless you will have direct and regular contact with children and vulnerable adults where an application for an Enhanced Disclosure is required.

## Working at the V&A

The V&A offers a range of benefits to permanent and fixed term employees:

**Annual leave:** 28 days plus 8 days public holidays (pro rata for anyone working less than 36 hours per week)

**Pension benefits:** You will be auto enrolled into the museum's Group Personal Pension Scheme and have the opportunity, upon completion of probation, to benefit from an enhanced pension provision, including an employer contribution of 10%.

### Other benefits include:

- Free entry to a number of museums, galleries and exhibitions across the UK
- Complimentary tickets to V&A exhibitions for your friends or family
- Subsidised staff canteen
- 25% discount on purchases in V&A shops
- Non-contributory life assurance policy (to value of 4 x annual salary)
- An interest free season ticket or bicycle loan (available upon completion of probation)
- Employee Assistance line for all V&A employees and their families, 24 hours a day 7 days per week.