

## Applying for a role at Camden Arts Centre



Here at Camden Arts Centre, we are committed to a policy of equal opportunities and we ensure that all applicants are treated fairly and equally. Recruitment decisions are based on an applicant's relevant experience, qualifications, skills and abilities, with specific reference to the job description and person specification for each role. We welcome applications from anyone who is able to meet the essential requirements of the role and have the right to work in the UK.

We are committed to meeting the needs of applicants with disabilities. The refurbished building is accessible to all. If you have a disability and require any adjustment to be made to either the application or interview process, in order for you to participate, please contact us at [recruitment@camdenartscentre.org](mailto:recruitment@camdenartscentre.org) to discuss.

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 six months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor the equal opportunities policy. Once received, it will be separated from your application and the information you give will be kept confidential from the selection panel. Data may be referred to after initial shortlisting in order to choose between candidates of equal merit, in order to support our aim to diversify our workforce for individuals with protected characteristics.

When shortlisting for any position, we select on the basis of the skills, experience and knowledge required for the role. It is therefore useful to:

- Review the job description and person specification before you submit your completed application form to ensure you detail the skills, knowledge and experience you have which are particularly related to the role.
- Make sure your supporting statement explains why you are applying for the role and what you think you can bring to it.

If short-listed for an interview, we will email to inform you. You'll be provided with details of the interview date, time, location and panel. The panel will be made up of at least two people, one of whom will be the line manager for the role.

Please note that we are unable to consider any applications which are received after the deadline. Please note that if you cannot make an offered interview time we may not be able to give you an alternative. If you have not heard from us by the stated interview date, please assume that you have been unsuccessful on this occasion.

Depending on the role you've applied for, we may carry out additional selection methods to assess competencies in a specific area, for example, we may ask you to prepare and deliver a presentation or to undertake a task test relating to the role. You will be provided with details of any additional selection methods prior to the interview.

You may be given a tour of the Centre in advance of the interview. During the interview you will be asked a range of interview questions which relate to the job description or required attributes for the role, to determine the best candidate for the role. All candidates are asked the same questions, and candidates have the opportunity to ask questions about the role applied for and Camden Arts Centre. Most interviews will last 60 minutes.

Good luck with your application!