

## **Anonymised Applications Guide**

Anonymised applications are encouraged across the SSA and are mandatory within some Directorates.

Having anonymised applications means that you will not see candidates' personal information in order to avoid unconscious bias during the shortlisting process. The following information will be anonymised: Name, DoB, Address, University / School, Gender, Ethnicity, Email address and Social Media Links.

### **Intake Meeting:**

Once you have submitted your [Recruitment Clearance Form](#), advert and job profile via the Loop, and it is authorised by your Head of Service/Assistant Director as well as the HR Consultancy Team; your Recruitment and Retention Adviser will be in touch with you to arrange an intake meeting to discuss the job requirements and the anonymised applications process.

### **Application Process:**

The process for anonymised applications for candidates is as follows: -

- Candidates upload CV's (fields from their original CV will auto populate to the application form)
- A supporting statement (where selected) will need to be completed which should address the Job Profile
- Mandatory questionnaires will need to be completed such as the diversity and the non/safeguarding questionnaires (dependant on the level of DBS check).

An automatic system generated CV will be attached to the application. This is created from the information which the candidate provides in the application form and their original CV whilst keeping it anonymised. Please note, this does not create extra work for the candidates. You can find an example of an anonymised CV at the end of this document.

### **Advert Stage:**

When applicants apply for the role, they will be assigned an applicant number and this is how you will be able to identify them. This number is unique to each individual. Applicants are not informed that this is an anonymised process when applying for the job. We will include on the advert that the application process will be anonymised.

### **Shortlisting Stage:**

When completing shortlisting, you will not be able to see the candidates Name, DoB, Address, University / School, Gender, Ethnicity, Email address and Social Media Links. However, you will be provided with the information from the original CV e.g. education, career, skills and any additional fields.

With regards to the dates of employment, you can see whether the candidate spent 'more than 1 year' or 'less than 1 year' in each post. This reduces age related unconscious bias. Candidates should be assessed based on their knowledge and skills rather than the amount of years' experience they have, which does not necessarily indicate the candidate's suitability for the job. Please refer to the sample CV at the end of this document for more information.

**Interview Stage:**

Once you have completed shortlisting and sent the interview invites, the applicants will be moved to the 'Interview' stage on the recruitment system. At this point you will be able to see the applicant's details and their original CV with all the previously anonymised information e.g. Name, DoB, Address, University / School, Gender, Ethnicity, Email address and Social Media Links.


**Rejection Stage:**






If you reject the candidate at the shortlisting stage, you will not be able to see their details in the rejection tab. However, if you reject the candidate after the interview has taken place you will be able to see the candidate details. You are not obliged to provide feedback at the shortlisting stage, however should you wish to do so your Recruitment and Retention Adviser can confirm the candidate name/identification number to you.

If you have further queries regarding anonymised applications, please contact the relevant Recruitment and Retention Adviser:

- **Adult Social Services Directorate:** Sherri Fincham
- **Chief Executive Directorate:** Sherri Fincham
- **Children's Services Directorate:** Joseph Toner
- **Environment and Community Services Directorate:** Simi Sabo
- **Housing and Regeneration Directorate:** Jaide Burls
- **Resources Directorate:** Jaide Burls

# Candidate

 Anonymised
  Anonymised
  Anonymised
  Anonymised

 Anonymised / 
  Anonymised / 
  Anonymised / 
  Anonymised / 
  Anonymised

## PERSONAL SUMMARY

I am passionate about working with artists and collections as a way to share stories, celebrate cultural heritage and engage new audiences. I am committed to using exceptionally diverse collections to engage new audiences, to create memorable experiences, and to challenge expectations.

I have a wealth of experience gained from working in museums, galleries and historic houses, and a thorough understanding of delivering best practice within Accredited Museums. I have developed and delivered permanent collection displays, as well as ambitious nationally recognised temporary exhibitions. I have worked with an extensive range of historic and contemporary collections of decorative art, fine art, architecture and social history. I am adept at working with a wide range collections and objects, and enjoy have developing my knowledge and understanding of other subject matter.

## CAREER HISTORY

### Employed

#### Curator, Abbot Hall Art Gallery and Blackwell, The Arts & Crafts House @ Lakeland Arts

More than 1 year

- Lead on the care, documentation, display, management, research, and interpretation of the Decorative Art and Fine Art collections
- Ensure best practice in relation to collections management, displays of the collection, storage, access and loans, working closely with external conservators and team members
- Oversee the care, conservation, storage and documentation of the collections, maintaining the highest standards of collection care and management to maintain Accreditation status
- Enable the use of collections for exhibitions, displays, research, learning engagement and outreach activities
- Answer public enquiries, facilitate research visits to archives and stores across sites
- Development and delivery of cross-site temporary exhibition programme in collaboration with Programming team and external partners
- Manage exhibition and project budgets
- Fundraise for conservation projects and exhibitions alongside Development team, and contribute to stakeholder events
- Secure loans for exhibitions and displays through partnerships with galleries, museums, artists, dealers and other stakeholders
- Deliver exhibition training to staff and volunteers
- Enable public engagement with the collection through tours, talks, lectures and publications
- Supervision and mentoring of curatorial assistants and curatorial volunteers
- Contribute content to websites and social media platforms, participate in interviews with local press and radio

## INTERESTS & HOBBIES

I take an active interest in the museums sector, and am a member of the Museums Association. I spend much of my free time visiting museums and galleries to gain inspiration and broaden my knowledge of UK collections. I am also a supporter of the Art Fund and the National Trust.

I am also a keen hiker, having lived in the Lake District for the past few years, and an amateur runner.

## SKILLS

- Project Management
- Budget Management
- Working in Co-Production
- Audience Engagement
- Collections Management
- Risk Management
- Supervision of staff/line management

## MY REFERENCES

References are available upon request.

---

**Employed**

**Assistant Curator @ River & Rowing Museum**

**More than 1 year**

- Delivery of temporary exhibition programme, including research and text writing, object selection, transport, insurance, and installation
- Management of temporary exhibition and project budgets
- Research and delivery of tours, talks and lectures to the public
- Assist with all aspects of the Museum's curatorial and collections management activities, including the entry and documentation of new acquisitions and donations
- Collection and research enquiries, facilitate research visits to archives and stores
- Administer the documentation of inward and outgoing loans for the permanent galleries and temporary exhibitions
- Management curatorial volunteers,
- Delivery of collections care and documentation training for curatorial volunteers and interns
- Contribute content to website and social media platforms, participate in interviews with local press and radio
- Contribute to Museum fundraising initiatives

**Employed**

**Heritage Projects Assistant @ Watts Gallery Trust**

**Less than 1 year**

- Assist in the final installation stage of Watts Studios, (HLF funded capital project, opened in January 2016)
- Management of £20,000 budget to oversee the creation and installation of new conservation studio, working alongside external conservators to sufficiently source the correct equipment and materials
- Digitisation and transcription of the oral history archive
- Research and creation outdoor interpretation
- Environmental monitoring and integrated pest management
- Source and organise conservation and salvage equipment
- Arrange transport and insurance of works from lenders and conservators
- Supervision of art handlers during installation
- Commission bespoke object mounts
- Management of conservation volunteers, including object handling training
- Assist with object installation and de-installation including condition checking and documentation
- Answer curatorial enquiries, delivery of public talks and tours

**Employed**

**Conservation & Engagement Assistant @ Polesden Lacey,  
National Trust**

**More than 1 year**

• Management of 400 volunteers • Day-to-day operations of running this historic property, which welcomes 300,000 visitors a year • Integrated pest management • Environmental monitoring • Assisting with volunteer and visitor queries • Supervision and training of volunteers • Regular use of the National Trust's Collections management System • Yearly inventory audits of the collection • Assisted with the routine housekeeping and care of the collection, • Strong knowledge of both preventative conservation theory and practice • Strong familiarity with environmental monitoring systems (Hanwell) • Assisted with the creation of new salvage plans, as part of museum accreditation • Trained members of staff for salvage and emergency situations training sessions for members of property staff • I was also part of the first response salvage team at the devastating fire at Clandon Park on 29th April 2015

**EDUCATION HISTORY**

---

**Education**

**Masters : MA Art History @ School/College/Uni Anonymised**

More than 1 year

---

**Education**

**Bachelors : BA (Hons) Art History @ School/College/Uni  
Anonymised**

More than 1 year