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Job Advertised

So you've seen the perfect job, and now it's time to apply. Follow our step by step recruitment guide to give you the best chance of landing your dream role. In this guide we'll take you through the whole process and provide helpful tips to make sure your application stands out! Good luck!

TOP TIP

Make sure to follow this guide to give you the best chance of success



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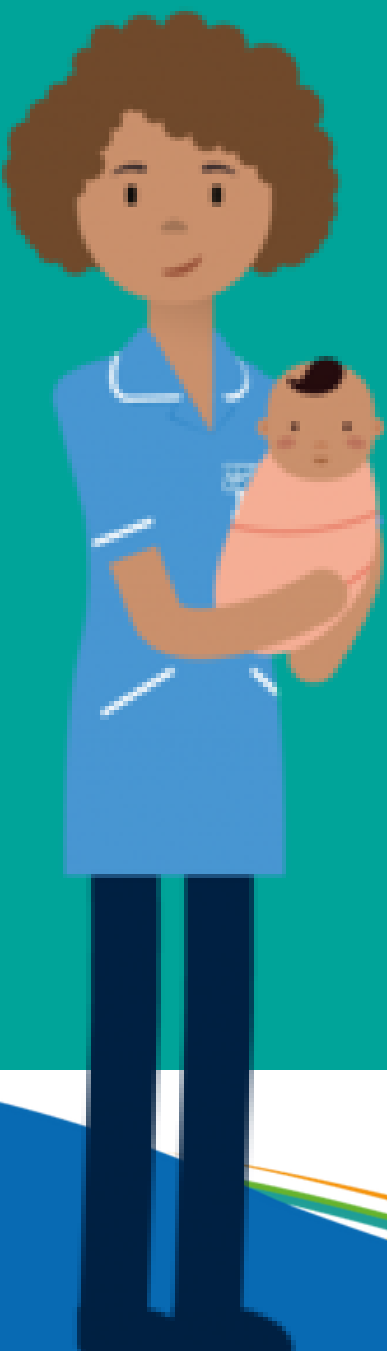
Candidate Applies

So you've found the perfect job and now you're ready to apply, After you've input all your personal details you'll be asked to write a supporting statement.

TOP TIP

Link your experience to the person specification.

Dont forget to spellcheck before sending off your applications!



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Short listing

So you've put in your application and now you're waiting to find out whether or not you have an interview, behind the scenes the hiring manager is sifting through the applications and picking out the top candidates for interview.



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Interview

Congratulations! you've followed our handy guide and now you have an interview.

We know going for interviews is an exciting time!

GOOD LUCK

TOP TIP

Sleep well the night before, read up on the job spec, have something to eat before your interview, and don't forget to smile :)





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Candidate Offer

Great news, you've recieved the phone call you were waiting for! All your hard work has paid off and you've got the job, we can't wait for you to join! Soon you will recieve an email with all the paper work you need to fill out before you start your new job.

Until then sit back and relax!





Pre Employment Checks

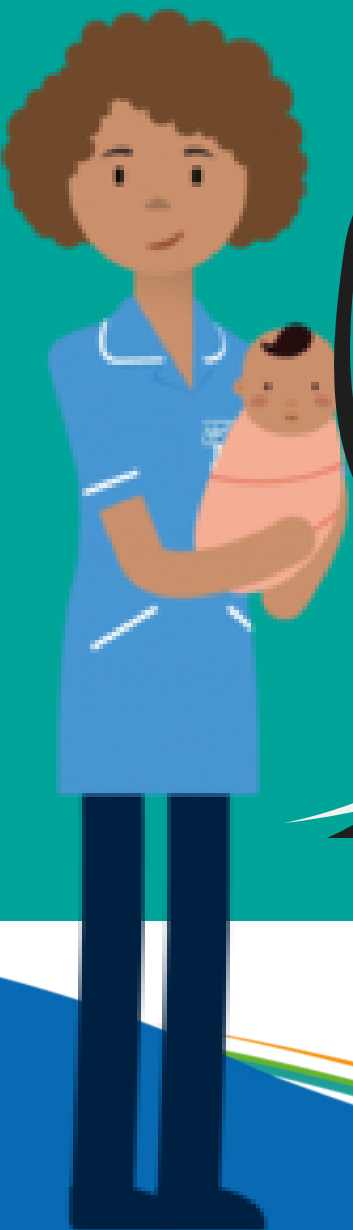
You've checked your inbox and you've received the email from us the title of it will be 'Your conditional offer'.

There will be some attachments in this email:

- DBS Check
- Health assessment
- Conditional Offer
- New Starter Form

TOP TIP

Complete and send back all your forms straight away, the sooner you complete them, the sooner they can be processed. Also don't forget to check your Trac account for other actions that need completed!



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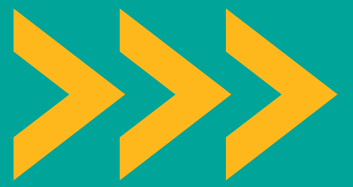
Agree a start date

Your new manager will be in contact with you to agree a start date which is convenient for you.





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Unconditional Offer

All your checks are complete ! Not long until you start now.

You will receive an email with your unconditional offer, after you've read through this you will need to go on to your trac account and accept





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Notice Period

If you are currently working and need to give in notice, this is the time to do it!



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Employment Begins

It's time to start - Good Luck!

TOP TIP

Don't be afraid to ask questions, your line managers and colleagues will be more than happy to help

