

## Application Process

### CV Review

- Upon application your CV will be reviewed by our In-house Recruiters
- If your CV is not right for the role we will let you know by email within 7 working days where possible.
- If your CV is relevant it will be shared with the Hiring Manager to review
- If unsuccessful with the Hiring Manager you will receive an email

### Interviews

- If your CV is relevant you will be contacted by the Recruitment Team to either (i) schedule a telephone interview if applicable for the role or (ii) to ask for more information about your application
- If this call goes well you will be invited to attend a 1<sup>st</sup> stage face to face interview at Head Office (or nationally for some of our sales roles)
- If unsuccessful at 1<sup>st</sup> stage you will notified by email offering further feedback by telephone if you would like it
- If successful you will be invited to 2<sup>nd</sup> stage interview. This interview will usually consist of a competency based interview and, depending on the role, you may be asked to carry out a task or prepare a presentation. You may also be asked to do some online testing before the second stage interview
- You will be contacted by email or telephone following your 2<sup>nd</sup> stage interview to let you know the outcome
- Very occasionally, a role may require a 3<sup>rd</sup> stage interview

