

The Application Process

A successful application begins with an exciting CV and ends with an engaging interview.

CV Submission

The CV is your first opportunity to make an impression, so it is important that it provides the best possible showcase for your achievements. Your CV should be easy to read: use clear fonts and concise language.

- If you are still studying start with your education and any relevant qualifications or training, detail what the subjects are and any predicted/achieved grades
- If you have worked, summarise your employment history with the most recent position you have held listed first, using action verbs for the greatest impact
- Highlight your individual achievements – not just those where you have excelled as part of a team
- Always provide contact details, both mobile and email address
- Spell-check your CV and ask someone to proof read it for you

Where possible send a covering letter with your CV expressing why you are applying for the role and a brief description why you are most suited to the role.

We welcome applications from all candidates. However, there are restrictions if you are not resident in the UK. You will need to ensure you have full eligibility to work in the UK before making an application. If you are unsure of your eligibility to work in the UK, please visit www.ukba.homeoffice.gov.uk for more information.

Interview

In the first instance, we tend to conduct a telephone interview to give us the opportunity to find out more about you and your aspirations. Following this, if successful, you'll be invited to attend a face to face interview.

What can you expect in the interview? How can you best prepare to make a good impression? We offer you several hints and tips to give you confidence on the big day and take control of your own destiny.

- Research as much as you can about Van Elle: find out who we are, understand our services and the sectors we work in, and become familiar with our vision and values. Make sure you can articulate how your strengths and career goals are aligned with ours, and why you think you'll succeed with us.
- Prepare a list of questions for your interviewer(s): so you can assess whether Van Elle is the right place for you. So ask us about our organisation, our projects, the opportunities we can offer you and what you can expect from us.
- Remember to relax: we know interviews can be stressful, but we want you to enjoy it. Listen carefully to each question and take time to think about your best answer. Think about your strengths and weaknesses, achievements, and aspirations – and be ready to discuss them.

- Talk to us: we're friendly and always happy to answer your questions. Come along to one of our events on campus or in our offices and talk to our current school leavers or placement students.

On the day

- Dress appropriately for the environment.
- Maintain eye contact, confidence and energy levels throughout.
- If you can reflect on your development so far, talk about what you have learnt and explain if there is anything you would have done differently, this will be viewed in a positive light.
- Listen carefully to questions and think about your answers. If you don't understand a question, ask your interviewer to explain it.
- Keep your answers concise and relevant.
- Refer to specific examples where you can demonstrate your knowledge and experience.

If you have any questions about your individual application, or would like to speak to one of our recruiters, then please email us at earlycareers@van-elle.co.uk