

# YOUR CAREER STARTS HERE



READ OUR TOP TIPS FOR SUCCESS IN **ANY** JOB APPLICATION



## APPLICATION

SHOW HOW YOU MEET THE ROLE REQUIREMENTS.



**Tip:**

Research the employer and role thoroughly. Keep your CV and covering letter clear and concise, tailoring to the position with relevant, real life examples of why you would be good for the role.



If you go blank, don't panic! Take your time, breathe and clarify the question. It's ok to think before you answer. If you feel you missed something important then include it in a follow up email after the interview.  
*Seonid, Recruiter, Army Careers Centre, Bolton*



## SHORTLISTING

THE EMPLOYER CHOOSES WHO TO INTERVIEW.



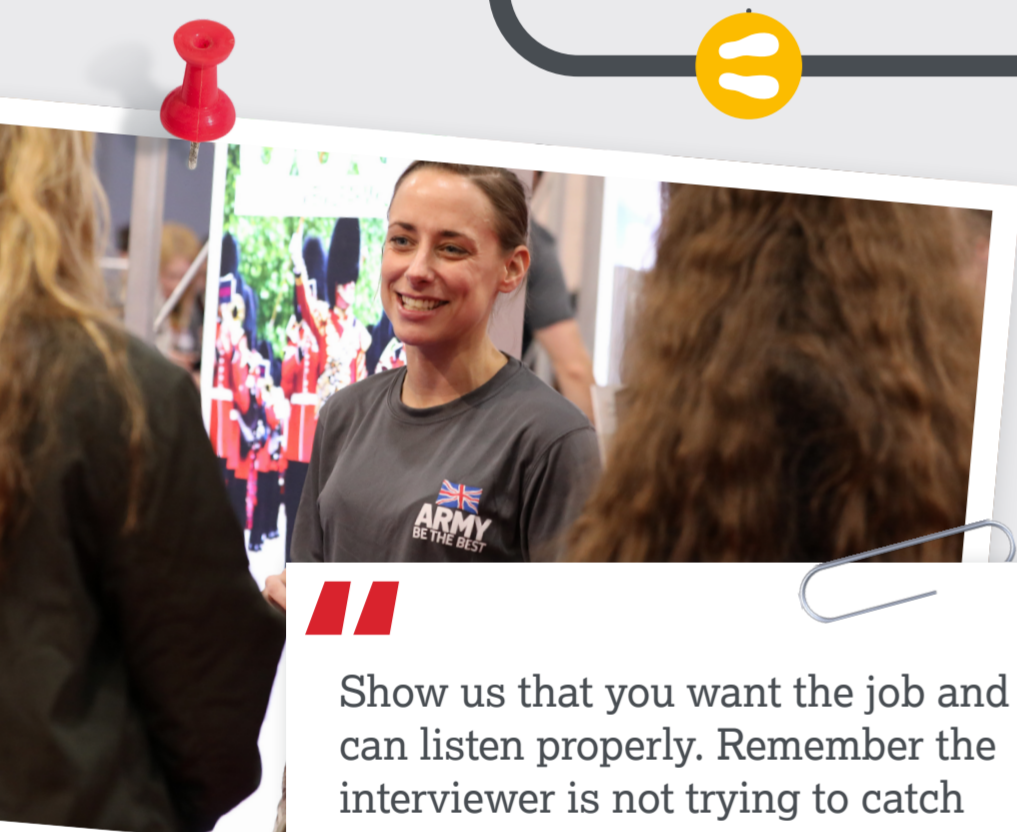
## INTERVIEW

IMPRESS THE EMPLOYER FACE-TO-FACE.



**Tip:**

Plan and prepare - think of key words to remember and a few questions to ask. Arrive on time, make eye contact, smile and be polite. Be yourself and be honest. Say thanks!



Show us that you want the job and can listen properly. Remember the interviewer is not trying to catch you out - be yourself!  
*Kate, Lead Recruiter Army Careers Office, Brighton*



## OFFER

THE EMPLOYER OFFERS THE JOB TO THE PERSON(S) THAT MOST IMPRESSED THEM.



**Tip:**

Complete any practice tests. Stay calm, ask questions if unsure and focus on the requirements.

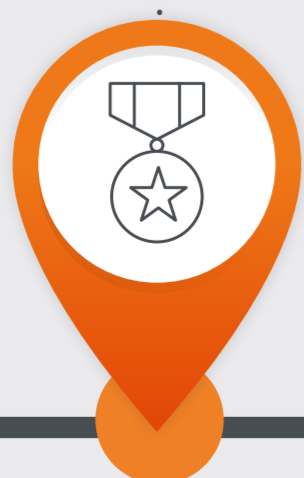
## ACCEPTANCE

AGREE TO THE JOB TERMS, HOURS AND RATES/SALARY.



## ASSESSMENT

COMPLETE ANY TESTS OR ASSESSMENTS.



If you have any questions, call us on **0345 600 8080** or visit your local Army Careers Centre.

Army Jobs

