

## APPLICATION TIPS

### ***‘Better to be 30 minutes early than 3 minutes late’***

Within saha we are particularly keen for our employees (and potential employees) to be able to show that they are fully aligned with our Values and with the Behaviours that we believe we all need to demonstrate at all times. We believe this helps saha to be a great place to work and also helps ensure that we deliver our services in the most appropriate manner.

Of course we are interested in your skills and experiences and you will have plenty opportunity to tell us about yourself. However, you will see that we are also very interested in how well you fit with our preferred behaviours. So make a point of reviewing the Values and Behaviours page on the website.

We hope that you will find yourself to be a good match for the role and our preferred values and behaviours. This means we will be delighted if you apply for the jobs(s). If you do, you will need to register with us and complete an application form. You can complete the forms or upload a copy of your CV and the information will auto populate our registration form. If you are asked to talk about our values and behaviours in your application simply look on the values and behaviours page on the website.

The remainder of the advice provided below is based on general hiring experience and research. Each organisation is unique as is each job applicant. The style and content of a CV or application to join a marketing or fashion company will no doubt be different from the style used or expected of a bank or call centre. Whatever job you might decide to apply for in saha or elsewhere, take time to make your CV or application relevant to that employer. And that job.

We hope that the following information enhances your chance of securing the right job for you!

<b>Top Tips for an excellent CV</b>	
<b>APPEARANCE</b>	
<b>Get a good CV template</b>	Check the internet for free sample CV templates and model your CV on a template that suits you and the type of job you are applying for
<b>Be concise - two – three pages max</b>	Recruiters are busy and need to get a quick idea if your application is relevant for the job and that will lead to a decision for a possible interview. A five page CV might be accurate but it’s not necessarily helpful for the recruiter
<b>It needs to look attractive to a hiring manager</b>	Keep to a readable font (eg arial) and a size 11 or 12 font size. Use section headings to split the text and then use bold or underscores to emphasise headings etc
<b>Clip art and emojis</b>	You will be able to emphasise parts of your CV and perhaps demonstrate your personality but think carefully that this will / not represent what a hiring manager will be looking for in an applicant
<b>Loud borders and background colours</b>	Your CV will stand out – but will it be for the right reasons. Again, think carefully how this approach will / not represent what a hiring manager might be seeking

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### Top Tips for an excellent CV

#### CONTENT

<b>Understand the job -</b>	Read the advert, and other information such as descriptions of the job, the person required and the company
<b>Use the internet</b>	Research the company so you have a wider picture of their values, mission and operation. If you have never made a CV before there's plenty of free templates and advice available
<b>Make your CV or application relevant to this particular vacancy</b>	Include words or phrases from the advert etc and use clear section headings in your CV or job application to explain how your skills, qualifications or experience are relevant for this job. Also, show how you align with any organisational values
<b>Stand out</b>	Start with a brief summary of your experience and capabilities Emphasise results – not just responsibilities Highlight any relevant achievements at work, education or leisure. Use statistics if you can, eg 98% attendance, employee of the week three times, nil customer complaints etc
<b>Avoid jargon, quotes, cliches</b>	If you say you are happy and self-motivated you are just the same as most job applicants. But if you can say how your demeanour helps at work, eg with customers then that's of better interest.
<b>Be honest and update your CV</b>	Employers will usually ask you questions and then do lots of pre-employment checks so don't claim experience, qualifications or skills that you can't justify. But keep your CV up to date so that its ready for use when needed
<b>Explain gaps between employment</b>	Briefly explain gaps. Most employers need a full picture. And remember good employers will engage people who have had spells of unemployment, illness, family commitments or criminal convictions (Remember that some jobs require a DBS check)
<b>Double check spelling and grammar</b>	Don't mention 'liason'. If you need to though then its better to do ' <b>liaison</b> ' and remember that it's the most commonly misspelt application word ! Use your spell check and given the opportunity ask someone to review your CV



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<b>Top Tips for a Great Interview</b>		
<b>Before the interview</b>	<b>During the interview</b>	<b>After the interview</b>
<p>Double check the advert, your application form and company information – research !</p> <p>Remember a company that displays the Disability Confident logo will guarantee you an interview if you have a disability and meet the job requirements</p>	<p>First impressions:-</p> <ul style="list-style-type: none"> <li>• Smile</li> <li>• Respond to small talk</li> <li>• Sit properly</li> <li>• Be honest</li> <li>• Be diplomatic about former employers</li> <li>• Speak clearly</li> </ul>	<p>Write down each of the interview questions asked and a summary of what you said</p>
<ul style="list-style-type: none"> <li>• Think what questions you might be asked - prepare</li> <li>• Prepare some answers and try speaking out loud – practice</li> <li>• Look up STAR interview response method in the Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Try to understand each question don't rush your response</li> <li>• Avoid very short replies – or long rambling answers</li> <li>• If possible, include 'real life' experience in your replies</li> <li>• focus on what you can do for / bring to the company</li> </ul>	<p>Ask for feedback for the future – whether successful or not</p>
<p>Think of a couple of questions to ask the interviewer when the interview ends – shows interest !</p>	<p>Thank the interviewers for the interview and opportunity to present yourself</p>	
<p>Research the interview location and travel times – better to be a half hour early than three minutes late !</p>		
<p>Double check your access for any on line interviews – be on line ready!</p>		