

THE QUICK GUIDE TO BECOMING A FIRST NAME

APPLYING FOR A CAREER AT FIRST NAMES IS QUICK AND SIMPLE

All you'll need is:



AN EMAIL ADDRESS
SO YOU CAN CREATE
AN ONLINE CAREERS
PROFILE



A CURRENT CV TO
UPLOAD TO THE SITE



SOME TIME (ABOUT 15
MINS) TO COMPLETE YOUR
APPLICATION WHICH YOU CAN
REVIEW BEFORE SUBMITTING

1. FINDING THE RIGHT ROLE FOR YOU

We look for talented people with the right skills, knowledge and experience to join our expanding Team of First Names.

You can **search** or **filter** on keyword, location and business to find a role which best suits you.

You'll need to:

- ✓ meet our minimum requirements for the role
- ✓ meet the legal right to work criteria
- ✓ submit your application on time

2. APPLYING FOR AN OPPORTUNITY

We are a people business, so naturally we want to find out a bit about you and what you could bring to our Group.

If you want to stand out for the right reasons, then you owe it to yourself to pay attention to your CV and application. We like professional, accurate, clear and concise CVs that include work and education history.

Helpful hint: Show us how the role's a good match for you by detailing your relevant skills and experience. Include information on your current salary and benefits package and if you've had career gaps, take the time to tell us what you've been up to during those breaks.

3. OUR RESPONSE

We will:

- / acknowledge every application you make by email
- / contact you shortly after you apply, and
- / keep you updated on your progress by email or phone

You can check on the progress of your application, or manage your personal details at any time by logging into your Careers Profile.

4. YOUR INTERVIEW

We're a professional Group that like to have fun in what we do and your interview is an opportunity for us to get to know more about each other.

We'll ask you questions about your career and what motivates you personally, so come prepared and:

- / think and dress professionally
- / research our Group and the role
- / think about any questions you have for us

Helpful hint: To learn more about what we look for in our First Names, explore our website www.firstnames.com

5. OUR DECISIONS AND FEEDBACK

We're committed to making fair, professional decisions and are passionate about getting excellent people to join our Group.

If we don't move forward with your application, it doesn't mean that you shouldn't apply for future roles as there may be other opportunities that are right for you.

Don't be afraid to ask for feedback; it's one of the ways we can help you develop and we're always happy to provide it.

6. BECOMING A FIRST NAME

If you've demonstrated that you're the First Name we've been waiting for, we will:

- / be in touch with an offer which is subject to pre-employment screening checks
- / support you through the 'paperwork'
- / guide you through joining the Group and help you get to know people
- / plan your comprehensive induction, 'First Footings'
- / keep in touch with you before you join us

CONTACT US

We encourage you to get in touch and ask us any questions you may have about our opportunities. Email us at helen@firstnames.com and we'll get back to you.



HELEN

THE FIRST NAME IN
DEVELOPING TALENT

