Southeastern Application Form Guidance

The application form is your opportunity to make a great first impression and to show us that you have the skills and experience we are seeking for the role.

We receive a large volume of applications and can only progress those who demonstrate they have the skills and experience required.

We provide our managers with anonymised applications so your application will be considered solely based on your skills and experiences.

The application is divided into different areas which need to be completed but below are a few key areas to focus on:

Profile

- Please **complete your profile in full** providing as much information as possible.
- We use your profile to generate **an anonymised CV** for hiring managers so the more information you provide the more complete the CV is.
- CV's you upload are used to populate your profile and are not shared with hiring managers.
- Provide correct contact details and **update them if they change**!
- We encourage you to provide **5 years detailed career/education history**.
- **Add skills** you have which are relevant to the role/your job search (these populate on the anonymised CV).
- **Ensure that your profile is kept up to date** (this will match you to jobs on our system).

Application Questions

- **This is one the most crucial areas of your application!**
- Answer the questions honestly and in detail **(short responses will reduce your chances of being shortlisted)**
- Please give **detailed reasons** as to why you want to work for Southeastern and why you're interested **in the position you are applying for**.
- Provide **specific examples of your previous experience** which demonstrate you have the skills and experience required for the role (answering '*see CV' will not be sufficient*).
- We recommend providing an example/description to demonstrate **how you meet each of the skills listed in the advert, job description or candidate pack** to increase your chance of being shortlisted.
- If you are applying for **multiple positions**, please ensure you **update these answers** to make them relevant for the position you are applying for.
- Tell us about any **qualifications** you hold which are **relevant to the role**.
- Let us know if you will require any **additional support throughout the recruitment process.**

We hope these application tips are useful and look forward to receiving an application from you.

If you require any additional support with your application, please email
careers@southeasternrailway.co.uk