



Southeastern Application Guidance

The application form is your opportunity to make a great first impression!

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 a CV for hiring managers to review so the more information you provide the more complete the CV is.
- Provide correct contact details and update them if they change!
- We encourage you to provide as much detailed career history as possible, ideally to cover the last 5 years.
- Add skills you have which are relevant to your job search to help us match you to suitable roles. This also populates on your system generated CV.
- Ensure that your profile is kept up to date. We also use this to match you to suitable jobs on our system.

Application Questions

- This is one the most crucial areas of your application!
- Answer the questions honestly and in detail (one line 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 this position specifically.
- Provide specific examples of your previous experience which demonstrate you have the skills and experience required for the role.
- We recommend providing an example to demonstrate how you meet each of the skills listed in the advert 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 reasonable adjustments due to disability or any health conditions so we can consider making appropriate adjustments for you throughout the recruitment process.

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