

## WANT TO APPLY TO OUR TALENT POOL? HERE'S HOW.

- After clicking the apply button, you'll be asked to Sign in to your Workday profile. If you haven't done this already, please create a profile first!
- After signing in, application window pops up & asks you whether you want to use your previous CV or upload a new one! Please select the upload a new one option (see below)

The screenshot shows a progress bar with five steps: Quick Apply, My Information, My Experience, Application Questions, and Review. The 'Quick Apply' step is currently active, indicated by a blue circle. Below the progress bar, there are two radio button options: 'Use my last application.' (unselected) and 'Upload a new Resume or CV' (selected). Below these options, there is a text prompt: 'Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max) \*'. At the bottom of this section is a blue 'Upload' button.

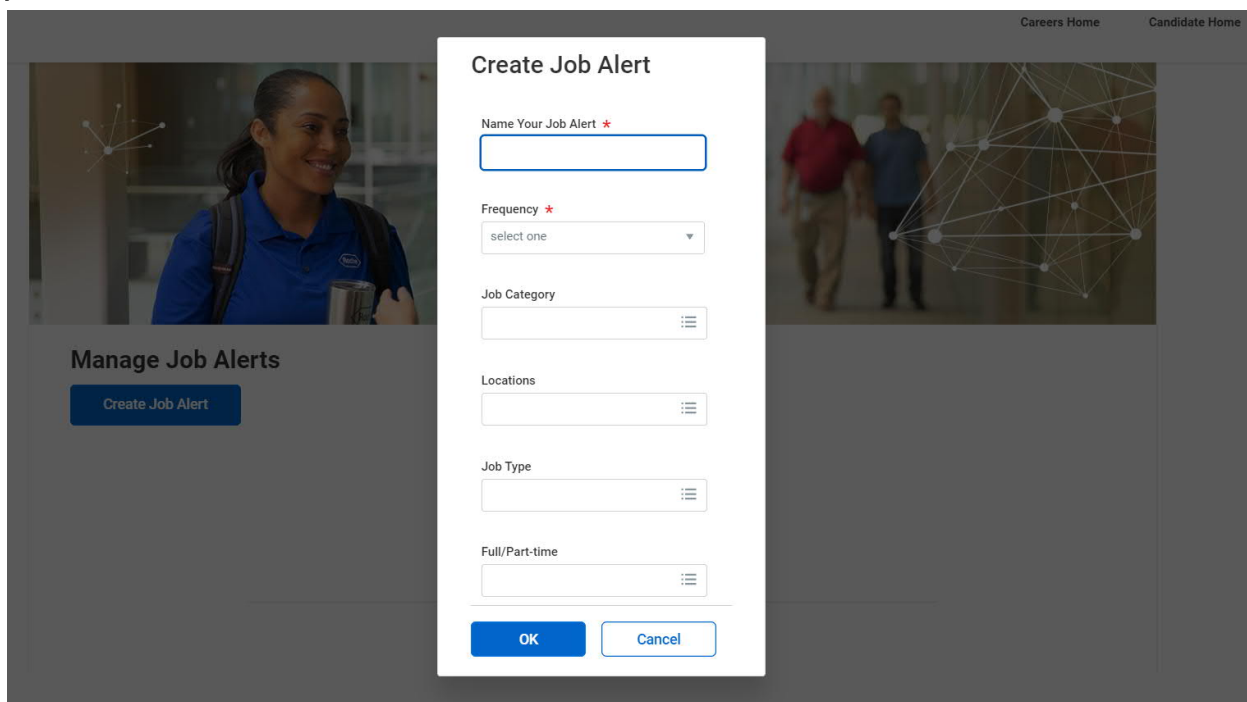
- Use the upload button to select your newest CV!
- Click next. Then enter/edit your Personal Information. It's very important that this is up to date, to make sure that we can reach out to you if needed.
- Click next. Make sure that your Experiences & Education has pulled through correctly from your CV.
- Scroll to the bottom of this page. Under the 'Resume/CV' section, you'll find the upload button. Please use this to upload your cover letter as well! If you fail to upload a cover letter your application will not be considered.

The screenshot shows the 'Resume/CV' section of the application process. It features a heading 'Resume/CV' and a sub-heading 'Upload a file (5MB max) \*'. Below this, there are two file upload slots. Each slot contains a blue document icon with 'DOC' written on it, followed by the filename 'ATTENDANCE FORM.docx'. To the right of each file icon is a trash can icon. At the bottom of the section is a blue 'Upload' button.

- Click next. You'll now be asked to answer some questions that will help us to match your profile with the right opportunities. Please use this form to offer a succinct summary of your status and interests.

## KEEN TO STAY ON TOP OF RELEVANT JOB OPENINGS? USE OUR JOB ALERT OPTION TO DO SO. HERE'S HOW:

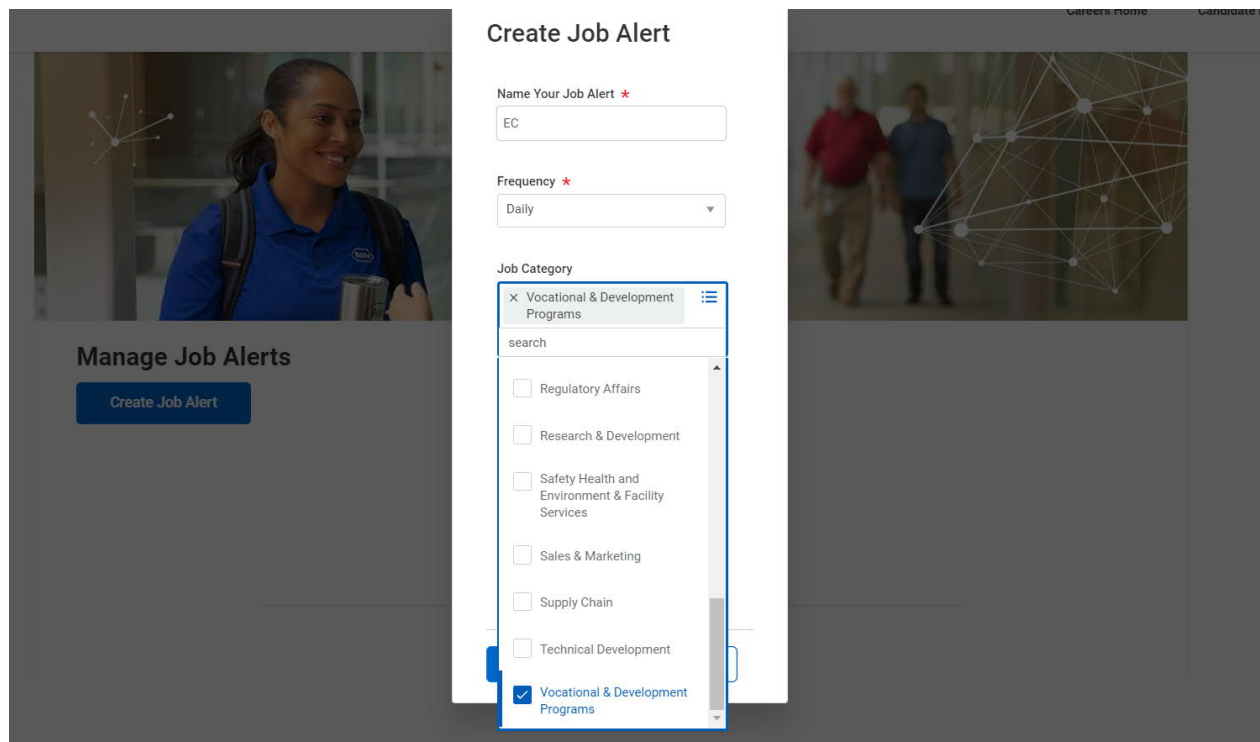
- Go to the 'Job alert' button at the top right corner of the page. Click on it & then click on the 'Create Job alert' button in the centre of the page. This pop up window will appear on your screen.



The screenshot shows a 'Create Job Alert' pop-up window overlaid on a careers page. The background page has a header with 'Careers Home' and 'Candidate Home' on the right. Below the header is a banner image of a woman in a blue polo shirt. Underneath the banner is the text 'Manage Job Alerts' and a blue button labeled 'Create Job Alert'. The pop-up window is white and contains the following fields:

- Create Job Alert** (Title)
- Name Your Job Alert \*** (Text input field)
- Frequency \*** (Dropdown menu with 'select one' selected)
- Job Category** (Text input field with a menu icon)
- Locations** (Text input field with a menu icon)
- Job Type** (Text input field with a menu icon)
- Full/Part-time** (Text input field with a menu icon)
- OK** (Blue button)
- Cancel** (White button with blue border)

- Give a name to your alert & select a frequency that works best for you. Then click into the Job Category section & select 'Vocational and Developmental Programs' (it's right at the bottom of the drop down menu).



The screenshot displays the 'Create Job Alert' form. On the left, there is a 'Manage Job Alerts' section with a 'Create Job Alert' button. The main form area is titled 'Create Job Alert' and contains the following fields:

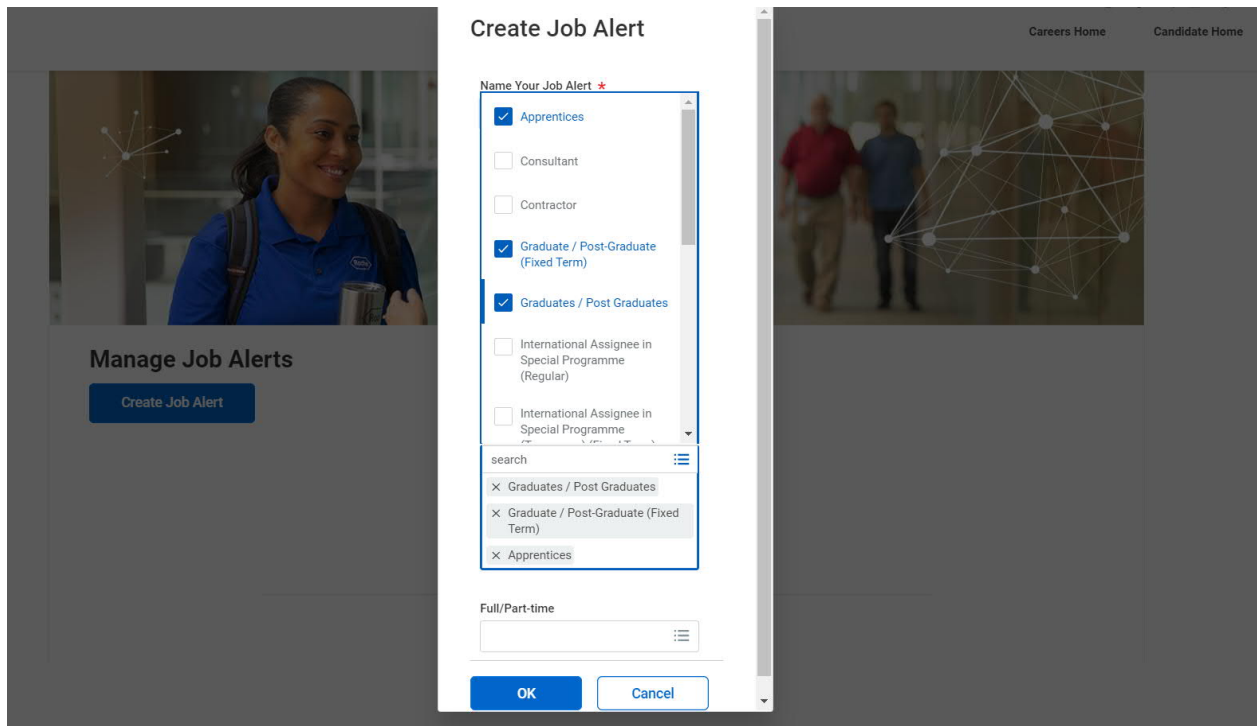
- Name Your Job Alert \***: A text input field containing 'EC'.
- Frequency \***: A dropdown menu set to 'Daily'.
- Job Category**: A dropdown menu that is open, showing a list of categories with checkboxes. The 'Vocational & Development Programs' category at the bottom is checked.

The 'Job Category' dropdown menu lists the following options:

- Regulatory Affairs
- Research & Development
- Safety Health and Environment & Facility Services
- Sales & Marketing
- Supply Chain
- Technical Development
- Vocational & Development Programs

- Type in the United Kingdom as your Location.

- Select 'Apprentices', 'Graduate/Post-graduate (Fixed term)' and 'Graduates/Postgraduates' tags in the Job type section. These tags cover all of our early careers opportunities in the UK.



- Select both 'Full time' and 'Part time' tags in the Full/Part-time section. Click OK. This is how your populated pop up window should look like:

