



Stages of Recruitment – Office / Administration

Stage One

- **Completion of Application Form** – This can be done either online, downloaded PDF Document or application form request via the post. In order to gain a greater knowledge into your previous experience it would be ideal to include a copy of your CV.

Your application is then reviewed, taking into consideration your previous experience, knowledge and suitability for the role, although we do have an extensive training programme to enhance both of these skills.

Once your application has been reviewed, an acknowledgement will be sent if you have been unsuccessful, although your application will remain on file for 12 months.

Stage Two

- **Invite to Interview** – If your application has been successful you will be invited to our head office for an interview with our Human Resources Department and a member of Management.

Stage Three

- **Interview** – This will be a meeting with the Human Resources and a member of Management

You will then receive written notification of the outcome of your interview.

Stage Four

- **Offer Letter** – If you are successful at your interview you will received a letter detailing your start date with the company and outlining your basic employment details. (further information will be given at induction)



Stage Five

- **Induction** – You will attend a one day induction period with the Managing Director and Human Resources. The induction covers the History of the Industry, Background to Clarkes of London, Clarkes Code of Conduct (guidelines and procedures) and an insight into the Culture and Routine within the Company. Health & Safety procedures, Contract and Handbook.

Stage Six

- **Training** – Consisting of facilities familiarisation, role training, on the job training within the department, appropriate training courses to meet the needs of the business. Period of training is dependent on individuals needs and experience, which is assessed at your induction.

Stage Seven

- **Checks** – At the start of your employment various checks will be made.
- **Referencing** – At least two previous employment reference are required in order to make contact with them.

Stage Eight

- **Three Month Probation** – All employees undergo a three month probationary period. After which time we review your performance and ask for management feedback.