

Your Application

How to Apply - Issue 1

Welcome!

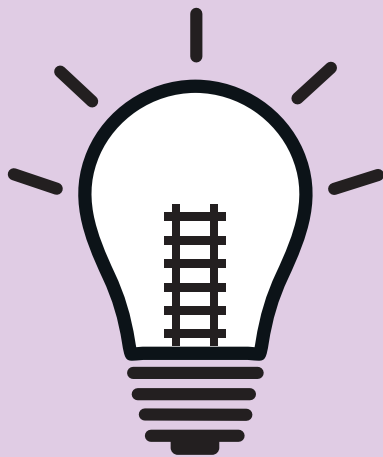
Once you've made the decision to apply for one of our graduate or apprentice schemes at Network Rail, you'll want to know about our straightforward application process.

Make sure to apply and complete your process as quickly as possible. Our schemes are very popular and we do not want you to miss out.

Ready, steady, go

Before getting started with your application to us, we recommend that you:

- Find your original degree or qualification certificates. These will be checked. They will also help you to enter your grades in accurately.
- Make sure you have some form of ID (passport, driving licence, Identity card etc) and recent proof of address handy.
- Your right to live and work documents (if applicable).
- Research your scheme and Network Rail thoroughly.



Application time!

Your application journey explained.

The process steps for all our schemes is pretty identical so this information should apply to you irrespective of your scheme or placement.

Step 1. When you start your application, we need to know a little bit about you so we'll be asking you to submit, contact details and respond to questions to confirm your eligibility e.g. your qualifications and right to work.

We work together with our early careers partners AmberJack to deliver this recruitment process, so you'll be supported both by both teams as you progress.

During the initial stages of the process, we will also ask you about any reasonable adjustments you may wish to request.

Please get in touch with us at any point should you require any support. Contact details can be found on the next page.

You may need these for various parts of the process such as online testing or assessment centres so please tell us at your earliest convenience so that we can do our best to put these in place for you.

What next?

Step 2. When we've received and checked your application to ensure you meet the eligibility criteria for the scheme, we will send you a link to complete your online assessments. Irrespective of the scheme, these will always have an ability element to them such as numerical or logical reasoning items and also questions related to your behavioural preferences. These assessments will help us

Step 3. Once you've successfully completed the online assessments, we will invite you to come and meet us at one of our assessment centres.

Some assessment centres will be hosted online and some will be in person. For some schemes, please expect that the assessment centres may be run in two stages. These factors will depend on the scheme you've applied to.

Typically, you can expect to do an interview, presentation and at least one work-related exercise as part of your assessment centre process. We will give you all the information you need when we invite you for your assessment centre.

And after that, it's time for offers to be made. We will try do this as quickly as possible but it can take a few weeks from the completion of your assessment centre before you hear

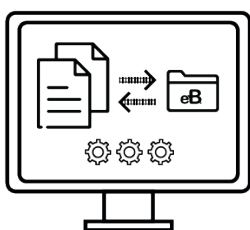


Top Tips for Online Assessments

Completing online assessments can seem daunting. We want you to do well so here are some top tips to prepare.

Technology. We'd always recommend to complete assessments on a laptop rather than a mobile. Also, make sure you have a stable internet connection and that you are using the latest version of your browser. Also, as you'll be doing a video interview, you'll need a working microphone and webcam.

Environment. We always recommend you take your assessments in a quiet environment where you won't be disturbed. Give yourself plenty of time, make sure you've got a drink to hand and that you have scrap paper and pens. You may also need a calculator.



Preparation. We always recommend you take your time to familiarise yourself with the tasks at hand and make sure you complete all practice questions before taking the actual test. You may wish to visit the Aon assessment preparation website (link in Useful Resources) to help you prepare further. We will let you know what assessments you'll be taking when we invite you to your assessment.

Video Interviews. During the interview, we'll ask you about your motivation and knowledge of the scheme. We may also ask you about when you've demonstrated some core behaviours likely to predict success on your scheme. Think about how you want to come across, what you are wearing and make sure you speak clearly, using appropriate and professional language throughout.

Timings. We would advise you to complete your online assessments as quickly as possible and no later than the time indicated by us in your invitation email.

If you experience any technical issues, remember to get in touch with us immediately so we can help you out.

Assessment Centre Planning

To help get ready for the assessment centre, here's some information to help you prepare.

What to expect. At the start of the day, we'll always give you full briefing and your timetable for the day. You'll be asked to take part in activities that simulate scenarios you may encounter as an early careers professional. At each stage, full instructions will be provided so don't worry about it for now.

What we're looking for. We want to get to know you so be yourself and show your motivation and interest in joining us. All our schemes are very much focused on future potential so we are not expecting perfection. We're also interested in seeing how you interact with others, your communication skills and how you resolve problems and make decisions. Your ability to learn from experiences and a drive to get things done will also help you be successful.

Travel. Do your travel planning well in advance of your assessment event. This means you can concentrate on your performance and not get stressed before you've even got to us! If the worst happens, let us know you'll be late or if you cannot make it. If you don't hear from you, we'll assume you're no longer interested in will reject your application. Same applies for virtual assessments. Make sure you are prepared and give yourself plenty of time to log in and check everything's working.

Dress code. We'd recommend you look the part and dress in business attire. This applies both for virtual and in-person assessment centres. If you're doing a virtual assessment centre with us, also think about how your environment looks and that it's free from distractions.

And don't forget about your documents! We will send you a list of documents you'll need to hand so make sure you've got them.

Contact Us

If you need to get in touch with us for any reason, here are our contact details.

Email: enquiry@networkrail.ambertrack.co.uk

Tel: 01635 584137
(Mon-Fri 9:00am – 5:30pm)

Useful Resources

Doing research into your chosen career and industry is really important. Here are some resources for you to consider which should help you familiarise yourself with Network Rail and beyond.

Early Careers information: <https://www.earlycareers.networkrail.co.uk/>

Assessment preparation: <https://assessment.aon.com/en-us/prepare-your-assessment>

Industry Links

<https://www.networkrail.co.uk/>

<https://www.networkrail.co.uk/who-we-are/publications-and-resources/environmental-sustainability-strategy/>

<https://www.networkrail.co.uk/who-we-are/publications-and-resources/our-delivery-plans-for-2024-2029/>

<https://www.orr.gov.uk/>

<https://gbrtt.co.uk/>

<https://www.rssb.co.uk/>