



THE APPLICATION PROCESS

Gi Group UK

HOW CAN YOU APPLY

- To apply for a Birmingham 2022 Commonwealth Games job visit the dedicated jobs [website](#)
- Jobs are also advertised on social media – LinkedIn, Twitter and Facebook
- **The application process may require you to upload a CV and covering letter or to complete an online form**



THE JOB AD AND JOB DESCRIPTION

- There may be specific skills required for the job that you are applying for
- There may also be eligibility criteria that you must meet
- Eligibility criteria may include:
 - Meeting a minimum age requirement
 - Being a resident in England, or living with a specified county
 - Achieving academic qualifications
- Before starting your application read the job ad and job description
 - check that your skills match the job and that you meet any eligibility criteria



PROVIDING YOUR INFORMATION

- When creating your CV you should provide your personal information e.g.
 - Name
 - Contact details
 - Email address
- Check that this information is correct as the recruitment team will use this information to contact you
- An application or registration form may also require you to provide:
 - Information for the monitoring of equality and diversity
 - Your date of birth



TIPS FOR A GREAT APPLICATION

- Provide details your about past/ present voluntary or paid experience
- Make your application easy to read and understand
- Provide information of your hobbies and interests
- Ensure you have perfect spelling and grammar
- Display passion and enthusiasm about the opportunity and the Games
- On an application form complete all questions and do not leave any blanks

AFTER YOU HAVE APPLIED

- After the closing date of the job advert, our recruitment team will review everybody's application. They will then:
 - Notify you if your application has been unsuccessful

Or

- Notify you that you have been selected for an interview



INTERVIEW PROCESS

- If you have been selected for an interview, the recruitment team will contact you to arrange a suitable time and date
- The recruitment team may arrange a face to face interview or set up a video interview using a web based application called Microsoft Teams
- This interview will include a panel of at least two people from the Birmingham 2022 team
 - their aim will be to give you the opportunity to showcase why you are suitable candidate for the job
 - You will be asked questions that focus on your previous work experience – this will also help shape any support you may need if your application is successful

INTERVIEW PROCESS – ADDITIONAL REQUIREMENTS

- Some roles may include an assessment or task as part of the application process
 - You will be notified in advance so that you have time to prepare
- You may be asked to provide certificates to show your skills based or academic qualifications

AFTER YOUR INTERVIEW

- The recruitment team will contact you to let you know if you have been successful in your job application

If you are successful:

- The recruitment and HR teams will maintain contact with you to talk you through the next steps in joining Birmingham 2022

If you are unsuccessful:

- The recruitment team will make sure you have detailed feedback on your interview to help you prepare for future job applications with Birmingham 2022 or other organisations