

Sample job—Graduate scheme

Graduate Management Scheme - Marketing/Finance

Company: Jacobs Quality Food Retailers Ltd

Salary £23,000

Location: Manchester

Closing date: 17 April 2016



Company Information

Jacobs was founded in 1952 and has become a leader in quality food retailing in the UK. We currently employ over 8000 staff throughout the UK and Europe and have exciting plans to develop our retail base further. We adhere to strong values of integrity and consideration for our workforce, suppliers and customers. We want to attract the very best candidates to join us.

The scheme

This is a two year scheme in either Marketing or Finance functions with a number of rotations throughout the business to ensure you understand how everything works. For both schemes 6 months will be spent in our Berlin office. Regular travel throughout the UK is required.

Person Requirements

Must have at least a 2:2 degree (any degree discipline). For Finance scheme A'Level Maths essential. Must be able to demonstrate numeracy and communication skills, be able to use your initiative, demonstrate resilience and have evidence of excellent team working skills. Driving license essential.

Contract/working hours

Permanent, full time hours Monday - Friday. Some travel throughout the UK and Europe will be required. 22 days holidays plus bank holidays. Free onsite gym.

Start date

September 2016

How to apply:

Log into our graduate recruitment portal , upload your CV and submit initial verbal and numerical reasoning tests. Successful applications at this stage will then be invited to submit a video interview within 2 weeks. An assessment day will be held before end of May 2016.

The company: If you are not familiar with them check them out. Read their website and do your research. Check their social media profile, look at reviews from employees (use Glassdoor/Youk Profiles and Mentors) Get a sense of the company culture and what opportunities there might be for you long term.

Location and salary: Is the company based somewhere you are willing to live for the next few years at least, or longer term? Can you afford accommodation? Does the salary meet your expectations?

The scheme: Does the actual work sound like something you are interested in. Does the amount of travel appeal to you, or put you off? Do you have a sense of what you would be doing - check the company website for more details.

Person Specification: This information is vital - it tells you exactly what the employer is looking for. Think about how you meet the requirements stated here, and how you can give evidence - numeracy skills from position in a society or part time bar work, team working from sports or course activities etc.? If you don't have a driving license what plans are you putting in place to get one before the start date? If you don't know your degree result put your predicted result in your application.

Application: Follow the application instructions exactly. If there is something you don't understand ask one of the *Careers* team, or contact the company directly for clarification. Check out all our resources and support to help you make a strong application. Do you know what a video interview involves, or an assessment centre. How will you prepare for these?