

## 1. Scope

If you wish to apply to Amarith for a job, regardless of whether this is for an advertised vacancy or if you are applying on a speculative basis, we are looking for you to be able to provide us with evidence that you meet the Key Selection Criteria for the role in question, or for the type of work that you are interested in.

## 2. Curriculum Vitae

If you are applying speculatively, please submit a well-crafted CV, specifying which type of work you are interested in. Presently, the Company is divided into the following main sections:

- Sales and marketing.
- Design engineering, which focuses on the use of the 3D computer-aided design (CAD) tool, SolidWorks.
- Procurement, operations and administration.
- Contracting.
- Assembling and fitting.
- Testing of finished products.

All our roles are advertised on the Company website at <http://www.amarith.com/downloads/job-vacancies>, therefore, if there isn't a role advertised, this means that we aren't recruiting to that particular area at that particular time, however, this doesn't mean that you shouldn't submit a speculative CV, far from it.

We are always interested in receiving high-quality CVs, which might be of interest to us, but they need to be good to grab our attention!

What are we looking for in a good CV? The following are some key issues:

- It should be a maximum of 2 pages long, in minimum 11-point font.
- It should provide a summary of who and what you are, e.g. a Salesperson with 10 years' experience of selling rotating equipment into the domestic and international petrochemical, oil and gas markets.
- It should emphasise your standout career achievements to date – the projects and pieces of work that you have done which are the most significant and the ones that you are proudest of. A useful way of doing this is the STAR(L) construct:
  - S stands for Situation – gives a bit of background or context for the piece of work.
  - T stands for Target – what you were trying to achieve at the outset.
  - A stands for Actions – what you actually did and why, how you overcame problems etc.
  - R stands for Results – what happened in the end.
  - L stands for Learning – what you learned from the experience and how you'd do similar things even better next time.
- Try to showcase your strengths and key-skills to best effect, matching these to the key requirements of the role as much as possible.
- Include your educational and professional qualifications which are relevant, e.g. GCSEs, A-Levels and degrees etc, as appropriate, e.g. a degree in Mechanical Engineering if you are interested in a Design Engineering role.
- Include any hobbies and interests that you have which may be relevant to the role or the Company's Values and Key Behaviours. These are:
  - Customer focus.
  - Honesty & Integrity.
  - Initiative, Determination & Learning.
  - Interpersonal skills.
  - Team working capabilities.
  - Leadership.

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- Role-specific / technical expertise.
  - Quantify things wherever possible, e.g. managing a budget of £1M, increasing sales by an average of 10% year-on-year for a 5-year period, reducing costs by x% etc.
  - A chronology of your career to-date, ensuring that there are no gaps. If there are, we will ask you about them!
  - For each job you've had, say what it was, with whom and when. Emphasise your achievements in each role. Please don't just list your responsibilities.

### 3. The application form

A lot of the above also applies to filling in an application form. Here, additionally, you'll need to take time to look at the Job Description (JD) and Person Specification (PS). The JD will describe what the job is all about. Your key task here will be to demonstrate to us that you can do what is required, at the specified level. The best way to do this is to give examples of what you have actually done and achieved, in STAR(L) format. This is because we know that a really good predictor of future performance is past performance. You'll also need to consider the PS, as this specifies the key skills and other attributes that we are looking for in the ideal candidate. Again, please demonstrate this by your stand-out career and life achievements – your “stellar moments”, as it were.