

Graduate Programme - Application Guidance Notes

To apply for the Motability Operations Graduate Programme, you will need to submit a professional CV and answer the questions in our online application form. Please follow the guidelines below for the format of your CV:

- 1) Your CV must **not** be more than 2 pages
- 2) It **must** contain the following information
 - a. Name
 - b. Address
 - c. E-mail Address
 - d. Contact telephone number
 - e. Education History;
 - i. Degree
 - ii. University
 - iii. Year commenced
 - iv. Graduation Year
 - v. Expected/Achieved Grade
 - vi. Further Education summary (if applicable – for example Masters)
 - f. Work Experience History (please include any voluntary positions held if relevant);
 - i. Company
 - ii. Job Title
 - iii. Dates
 - iv. Brief Summary of Duties
 - g. Hobbies/Interests

Please also ensure you complete all the questions in the online application form before you submit your application. Applications that are submitted without the questions completed or a CV in the format detailed above will not be considered.

If you have any queries regarding the application process, please contact Graduate Careers on 0207 654 4569 or by email, graduatec@motabilityoperations.co.uk.