

Job Application and Interview Process



Sorion Electronics Limited

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Email jobs@sorion.co.uk

www.sorion.co.uk

Applications

Current vacancies will be advertised:

- Internally
- On our website www.sorion.co.uk
- Through approved recruitment websites (for example CV Library)
- Through approved recruitment agencies

Sorion accepts applications from:

- Internal applicants
- Internal recommendations
- Individuals via jobs@sorion.co.uk
- Recruitment websites
- Recruitment agencies

Applications must be in the form of:

- A current CV, and
- A Sorion Application Form available from www.sorion.co.uk

Direct applications will receive an acknowledgement, along with details of our Careers Privacy Policy.

Initial applications will be assessed by:

- Relevant experience
- Relevant qualifications
- Candidates future potential
- Suitability to the role
- Wage requirements

Unsuccessful candidates will be informed directly, or through the medium by which we received their application. CVs and Application Forms will be held for 12 weeks, and then disposed of confidentially in accordance with our Careers Privacy Policy.

Interview process

Candidates may be invited to a preliminary telephone interview for the following reasons

- Their current residence is too great a distance from Sorion
- The candidate is unable to agree a suitable formal interview time
- The vacancy involves telephone work

Formal interviews will generally:

- take place at Sorion

- usually last up to 1 hour
- be conducted by a director and the relevant line manager
- involve questions regarding the candidates work and educational history, plus any other subjects that may support their application
- involve a written Standard Assessment Test to establish technical knowledge
- involve a practical test to establish technical skills

Second stage interviews will:

- take place at Sorion
- usually last up to 4 hours
- be conducted by a director and the relevant line manager
- involve work-based tasks, projects or presentations

Post interview

Unsuccessful candidates will be informed directly, or through the medium by which we received their application. CV's and Application Forms will be held for 12 weeks, and then disposed of confidentially in accordance with our Careers Privacy Policy.

Successful candidates will be informed directly, or through the medium by which we received their application. A Job Offer Letter will be emailed, along with a contract and copy of our current staff handbook.

Job Offers will be held open for 1 week from the date of offer. All offers must be accepted in writing or via email, confirming start date. If a Job Offer is declined, the candidates details (including CV, Application Form, and Test/Interview notes) will be kept for 12 weeks, and then disposed of confidentially in accordance with our Careers Privacy Policy.

Once the Job Offer is accepted, successful candidates will receive a phone call to answer any questions, and confirm details of start-time, date, dress-code etc.