

## HS2 Work Experience Application Guidance

To apply for work experience, you will need to apply using the standard HS2 jobs portal.

Using this portal means that we can give you online assessment activities, which help us to find students that are a good match and should be a useful learning experience for you, that may help you when you apply for jobs in the future.

Unfortunately, as this is a standard jobs portal, some of the questions that you are asked when you register are not relevant to a work experience opportunity. Please don't worry if there is anything that you can't answer, as your application will be assessed by your performance in the online assessment activities, NOT the answers you give when you register on the jobs portal.

### **CV**

You have to attach a CV at either the start or end of the application. If you don't have a CV prepared, you could instead write a short statement (a couple of paragraphs) that explains why you are interested in HS2 and what type of job role you would be interested in.

Remember that your CV or statement, will not be used for assessment of your application. If your application is successful, then your CV might help us to match you to a team, or help your work experience supervisor plan activities for your placement. If your application is successful, you are welcome to submit a more detailed CV later, to help introduce yourself to your supervisor.

### **Personal Information**

This section asks information about your name and how to contact you. You must answer these questions.

There are also some diversity monitoring questions. You have to select an answer for these questions, but you can select the "Prefer not to say" option if there is any information that you don't want to share.

### **Employment History**

You don't have to write anything, you can just click save and continue.

## **Education and Certificates**

You don't have to write anything, you can just click save and continue. If you want to share information about your school, GCSE results and what A Levels or BTECs you are taking, it is probably easier to tell us this in a CV instead.

## **Basic Profile**

You can leave most of these questions blank, or leave as the default answer.

There are two mandatory questions that you must fill out in this section. You could enter any value, as this will not affect your application, but you could choose:

Notice Period: No notice necessary

Minimum Annual Salary: 0

## **General Questions**

Right to Work in the UK

By law, companies in the UK have to check that any paid employee has the right to work in the UK. If you select no for this question, then our jobs portal will stop the application. As this is an unpaid work experience opportunity and you are 18 or under, it is not covered by the right to work rules. If you have any concerns about this question, please email us at [workexperience@hs2.org.uk](mailto:workexperience@hs2.org.uk)

## **Job Specific Questions**

This is a change for you to tell us which job area you are interested in. You can choose more than one job area if you like. If your application is successful we will then match you to a specific role.

## **File Attachments**

If you did not attach a CV or statement at the start of the application, you will have to attach something now. If you don't have a CV prepared, you could instead write a short statement (a couple of paragraphs) that explains why you are interested in HS2 and what type of job role you would be interested in.

Remember that your CV or statement, will not be used for assessment of your application. If your application is successful, then your CV might help us to match you to a team, or help your work experience supervisor plan activities for your placement. If your application is successful, you are welcome to submit a more detailed CV later, to help introduce yourself to your supervisor.