



Recruiting Service leavers through the CTP

Armed Forces recruitment for Tesco has been created specifically to offer Service leavers the opportunity to explore the retail industry as an option whilst considering their future career path.

This recruitment initiative is specifically for Service leavers who wish to apply ONLY for **First Line Management roles within Tesco stores** throughout the UK. The flow diagram attached outlines the recruitment process for these roles and these can only be applied for by submitting an application within the recruitment period as shown below. Service leavers are strongly advised to attend one of the presentations taking place prior to submitting an application as this will ensure you are fully aware of the career structure within Tesco and the recruitment process.

This information will be covered in more detail during the Tesco Presentations but please note these will concentrate only on management career opportunities within stores. If you wish to apply for other supporting roles within retail, such as accounts, IT, administration or specialist roles, these are processed differently and should be applied for directly as advertised, on the www.tesco.com/careers website.

RECRUITMENT WINDOW

Following on from one in February, the next recruitment window when Tesco will accept applications for first line management roles will be between 20 September and 18th October 2010. To help inform and prepare you if you wish to apply, there are three presentations taking place prior to these as shown below.

Service leavers are strongly advised to attend one of these presentations prior to applying but if you are unable to attend, you can still apply and the guidelines on the next page will help.

SEPTEMBER 2010 PRESENTATIONS	Recruitment window for application and CV to be submitted
RRC ROSYTH – 7 September To book a place, please contact Peter Shire on Mil: 9335 65225 or Civ: 01383 425225	20/09/2010 – 18/10/2010
RRC TIDWORTH – 9 September To book a place, please contact Gemma Simpson on Mil: 94342 3164 or Civ: 01980 603164	20/09/2010 – 18/10/2010
RRC COTTESMORE – 14 September To book a place, contact Alison Clare on Mil: 95341 7126 or Civ: 01572 812241 Ext 7126	20/09/2010 – 18/10/2010

Note: If applications for First Line Management roles within Tesco (stores) are submitted outside of the recruitment window periods, Tesco will be unable to process them.

APPLICATION ADVICE

1. This process has been designed to support Service leavers with 5 months or less service remaining at the time of applying during the recruitment window.
2. In order to aid processing of your application, you are advised to keep usage of military acronyms on your CV to a minimum.
3. Key successes and responsibilities listed on your CV should be bullet pointed.
4. Remember the process of recruitment can take up to six months from completion of Trial Attachment.

HOW TO APPLY

You are reminded that this process applies **ONLY** to applications for First Line Management within stores. For all other roles within Tesco, please refer to their website.

1. Book now to attend one of the 3 presentations taking place at RRCs in September 2010 (as listed on the previous page or check for more details on the CTP website Event Calendar at www.ctp.org.uk/ctp/serviceleavers/events)
2. You will need to discuss with your local Service Resettlement Adviser (SRA) regarding any accommodation or travel you require support with.
3. If you wish to apply, you may do so only within the recruitment window that follows the presentations between 20 September and 18th October 2010.
4. You should have less than 5 months service (or be available to work within that timescale) at the point of submitting your application in the open recruitment window. If you have longer to serve, there will be further recruitment windows scheduled so please look out for dates on the CTP website and apply when you fall within that timeframe, otherwise your application cannot be processed.

Stage 1

Please ensure you provide the following information in your covering email, along with attaching your CV:

1. Provide the date of when you plan to leave the Services.
2. Date when you are available for employment.
3. Indicate when you can do your Trial Attachment.
4. Area where you would like to complete your Trial Attachment.
5. The area you plan to settle in (if different from Trial Attachment area).
6. Details of your reserve status (including Territorial Army) commitments upon leaving the Forces along with your specialist trade or regiment (this will not affect your chance of employment but is required information).

Once you have outlined the information required as listed above, submit your application email, with CV attached to: Armedforces.Recruitment@uk.tesco.com

Stage 2

If you successfully complete the Trial Attachment and are suitable for retail, and you are sure you have made the right choice then you will be offered a competency interview or will be invited to an assessment centre.

Stage 3

You will be matched to a suitable vacancy as close to your home as we can. There will be occasions where a vacancy is not available in the area of your choice, if this is the case you will be contacted and we will discuss options available to you.

Please remember CV's received outside of the recruitment window will automatically be rejected.

NOTE: Northern Ireland

Due to the local law in Northern Ireland, only a Trial Attachment is available. Any roles that become available in Northern Ireland will be advertised where required and any ex-Service personnel wishing to be considered for a role will be required to follow the same recruitment procedures as external candidates.

Service leaver attends one of the following Tesco presentations:

RRC Rosyth	07/09/2010
RRC Tidworth	09/09/2010
RRC Cottesmore	14/09/2010

If you attended a presentation in September, or were unable to but still wish to apply, your application with CV attached should be submitted [only] during the open recruitment window: **20/09/10 and 18/10/10**
To: Armedforces.Recruitment@uk.tesco.com

Note: CVs submitted outside of these periods will not be processed.

Nottingham Recruitment Centre acknowledges receipt of CV and organises trial attachment

Invited via email to Trial Attachment in Tesco

If you are still interested upon successful completion of Trial Attachment then telephone interview will be offered

Notification of outcome of interview will be via email

If successful after interview, you will be invited to attend assessment centre

Notification of outcome of assessment will be via email

If successful after assessment centre, some roles require a final interview with management before the role is offered

You may be put on hold until a vacancy in your desired area becomes available

Tesco recruitment process for Service leavers

