Unleash your potential. Join our graduate programme...

At Civica, we never stand still...

Find us using 'CivicaUK' on...









"I've learnt a huge amount

since joining the graduate

of my career at Civica."

programme and I'm excited to

be able to continue this learning

and development during the rest

Chances are we've already met!



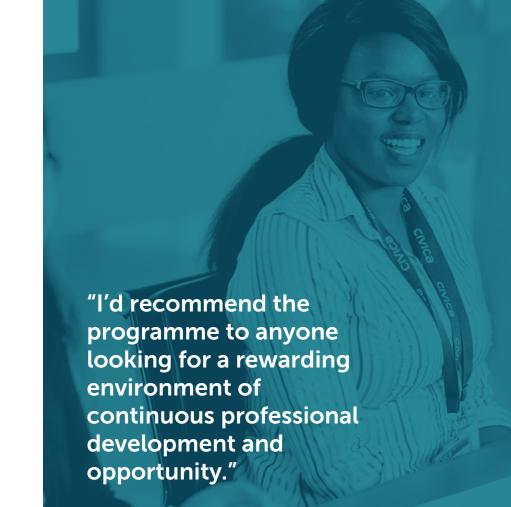
Have you ever banked online? Well, we're behind an awardwinning online and mobile banking app for none other than the world's largest building society, Nationwide.



Our world is full of cars, so all countries need parking officers to patrol the streets, looking for cars parked where they shouldn't be. Civica supplies the software internationally to manage this whole process, including the software used to issue tickets and used by citizens to pay fines and buy permits.



Over recent years you've no doubt come to rely upon your local convenience store to provide those student essentials. Chances are, if your 'local' was a Co-op, then it's been thanks to our fleet management software that you've been able to get what you need, when you needed it!



Kick-start a successful career with Civica

IT or not IT? That's the question...

As a member of our IT community at the very heart of our business, you'll be exposed to exciting, agile and innovative ways of working - from programme design and upgrades, to product testing, software development and support.

Here's just some of the IT roles available:

- Software tester
- Software engineer
- ▶ IT support
- Business analyst.

In a business development role, you'll get to promote the strengths and successes of our products and services to ensure the future success of our global business.

Our graduate programme

Our two year Graduate Scheme helps develop people who are passionate about and show great potential in their chosen field. We'll help you discover where your expertise lie by combining formal learning with real life challenges. Your on the job learning will also be complemented by a series of formal training events delivered by the Civica Acdemy, seeking to develop your interpersonal skills.

The secret to your success

Passion. That's our secret. We employ the most talented, qualified and experienced graduates, all of whom exhibit professionalism, consistency and integrity in everything they do. We promise that the only career limitation will be your own

Commitment. Our people and their commitment to do well for customers, colleagues and communities, is a defining characteristic of Civica.

A degree. To apply for one of our graduate programmes you must have a degree, preferably relevant to the path you're looking to take, ideally with a 2:1 or above.

Excellent communication skills, a proven ability to work as a team and great interpersonal skills count. We'll also be looking for you to be selfmotivated and work on your own initiative. At Civica we embrace diversity and appreciate individuality, so don't forget to tell us about your passions and adventures!



How does it work?



Your prospective manager will invite you into the office to meet your buddy and colleagues before you officially join us. You'll receive a 3 month on and offline induction, packed full of opportunities for you to get to grips with the Civica Group, your role and your team. You'll also be invited to one of our national First Impressions Welcome Days.



We want you to be comfortable, 'hit the ground running' and unleash your potential to become an invaluable member of our team. So, during your first few weeks, you'll receive an on the job training schedule which includes training, targets, additional responsibilities and new projects. You'll be working on, to support and encourage you along the way.



To broaden your skills and have the opportunity to network with the wider Group, vou'll be assigned to a variety of internal projects as part of your on the job training. This will be closely monitored by your coach and is your opportunity to develop your skill Further set and fuel your personal development.

understanding of the wider Civica

The Civica Academ

meetings and review your development. Our global learning and development Dependent on the requirements of your programmes are built around our values role, external and technical training may Knowledge, Integrity and Action. Once also be available along with a 360° review. you've settled into your role, you'll be enrolled We'll ensure that your achievements are on our coaching programme and assigned a recognised, your feedback is heard, dedicated coach from another area of the and of course, that your career business. Your coach will develop a high never stands still.



and 1:1s

engage with your manager in regular 1:1 Pension scheme ▶ Income protection.

You'll have the opportunity to

We're big on benefits!

At the heart of everything we do at Civica You'll also receive a competitive, flexible is our people - you, and we're committed benefits package which includes private

- A competitive salary
- Regular performance reviews Tastecard, give as you earn and more.
- ► Life assurance & critical illness
 - ► An internal rewards system for going the extra mile 1 point = £1.00.
 - ► A full induction programme and training provided through the Civica Academy, together with

healthcare cover, cycle to work scheme, discounted gym membership, and an employee voluntary discounts scheme - from high street discount vouchers to money off your home emergency cover,

- MI **25 days holiday per annum plus a** 'Donate-a-Day' to support a charity of your choice.

 - Either via our website or apply directly to one of our graduate advertisements on the main job boards or through our
- mentoring and coaching to aid your career development.



Express your

interest

LinkedIn page.

Stage two: Phone call

We'll make initial contact by arranging a quick call so we can discuss your application in more detail and find out a bit more about you!



First stage interview

Stage three:

some competency based questions

Depending on the role, we may also

ask you to complete a technical

or psychometric test and

attend an assesment

Once we've made initial contact and established your suitability for the role, your recruiting manager will invite steps before you start. you for an interview which will include



Stage four:

We'll invite you to a follow up interview with a member of our Senior Management Team.



Stage five: Offer - you're hired!

If all goes well and there's a place for you in one of our teams, you'll receive an offer which will contain details of a pre-start visit so you can meet the team and discuss your next







