



Application Guidance Notes

Thank you for your interest in Savills Summer Scheme Programme. Your application is very important to us. It will not only be screened by the HR team, but also fee-earners in the business throughout the process.

Below are some guidance notes to assist you when completing your graduate application. We have put these notes together to try to help you with your application based on previous queries, if there is anything else you would like to know please do view our FAQ pages on the graduate website.

Contact Details

Qu: Permanent address

This should be the address you are permanently registered to, often this is your family home rather than your university address.

Qu: Email address

We may contact you following the recruitment process in the future, so please do ensure you give a personal email address rather than a university email that you are able to access in university holidays and following graduation.

Education & qualifications

Please do be aware that at any point in the recruitment process we may ask you to produce you Secondary and University qualification certificates.

Secondary education

Qu: Qualification Type

You can add up to 6 secondary qualifications, if you have more than that make sure you include any additional qualifications in the UCAS points question and also on you CV.

Qu: Total UCAS points

This is a compulsory field, therefore it must be completed. You will need convert your secondary education grades to UCAS points using the UCAS website -

http://www.ucas.com/students/ucas_tariff/tariffables/ or by calling UCAS on 0871 468 0468.

Please ensure your points are correct by utilising the UCAS website.

Undergraduate degree

Qu: Overall Result



This could potentially be an achieved or expected grade. If you have completed your degree state your achieved grade. If you are currently undertaking your degree state your expected grade. You can establish what your expected grade is by looking at the grades you have already gained.

Qu: RICS or RTPI accredited

This question is asking if your undergraduate degree is RICS or RTPI accredited. If you are unsure please check; RICS - <http://www.ricscourses.org/Pages/institution-search.aspx>, RTPI - <http://www.rtpi.org.uk/item/178/23/5/3>

We welcome applications from both cognate and non-cognate students for the Summer Scheme.

Property related work experience

This section relates to property work experience only. Any other work experience you feel is necessary to include should be included on your CV.

Please do be aware that at any point in the recruitment process we may undertake references for any of your work experience you detail.

Qu: Duration

Full time is classified as working more than 35 hours each week and part time as working 35 hours each week or less.

Other experience/achievements

Volunteer/charity work

Qu: Duration

Again, as noted above full time is classified as more than 35 hours each week and part time as 35 hours each week or less.

Additional Achievements

This relates to any other recent achievements. Only include achievements acquired at the age of 16 or above.

Miscellaneous

Qu: Which scheme did you apply for?

If you applied for more than one, please list the most recent.

Qu: Locations preference



We only want people who are genuinely passionate about the offices they state on their application form that they would like to work in, so please do consider your location preferences carefully.

Only put a 2nd, 3rd, 4th choice of location if you would definitely undertake a placement in one of these locations if offered a position.

Essay answer questions

These questions are your opportunity to show your understanding of the market and demonstrate your entrepreneurship.

For question one, please only give details of one development or deal. Do try to find a development or deal which you are particularly interested in and express your own opinion in your answer.

There is a maximum word count of 250 words for each question.

CV

Please keep your CV to a maximum 2 pages of A4 only and

If you are referencing work experience, please ensure you clearly state the exact dates, not just the date

Covering letter

Please keep your covering letter to 1 page of A4 and please address the letter to Abby King, Graduate Recruitment Team, 25 Finsbury Circus, London, EC2M 7EE.

This is a unique opportunity for you to tell us about your skills and attributes and how they reflect Savills values.

Diversity

The Company is an Equal Opportunities Employer. The Company recognises that many people are reluctant to give the kind of personal information requested below. However, Savills are striving to be an Equal Opportunity employer, and need this information to assess the effectiveness of our procedures and identify where changes need to be made.

This section is entirely voluntary and the information used be used for monitoring purposes only. You are not obliged to answer all questions, but obviously the more information you supply the more effective our monitoring will be.

All information will be treated in the strictest confidence. Your co-operation in it's completion is therefore welcome and helpful.