

Office Support

Accounts &  
Finance

Sales &  
Marketing

IT & Technical

Specialist &  
Professional

**Employers use recruitment agencies to fill vacancies at all levels; from temporary agency workers, and permanent placements to high level executives.**

Rather than openly advertising their vacancies, we work in partnership with leading SME's and multinationals, many of them on a preferred basis, to find their next employee.

We aim to deliver a high quality and professional service, giving you access to the best employment opportunities. As such, you should consider registering with us, as well as undertaking pro-active activity yourself to enhance your job hunting activities.

**Why should I use White Horse Employment & Professional Resources as a Recruitment Agency?**

Many agencies specialise in particular industries or sectors, we are a Commercial and Professional Specialist. Using us as a specialist agency benefits you as our professional consultants have market and industry insight and an excellent grasp of current issues and industry requirements. Employment solutions... it's our business. We are White Horse Employment & Professional Resources.

We are an REC Audited agency, assuring you that our consultants are representing you to the very highest, professional and legal, standards. We stand for honesty and integrity and by consistently monitoring the level of the service given to you; you can have peace of mind that your career details are in the right hands.

**Our services are FREE to you, the jobseeker, and you can withdraw from our services at any time, without penalty.**

**Do I only use Recruitment Agencies?**

We recommend that you use the services of a Recruitment Agency in conjunction with a number of other job hunting activities, such as registering your CV on job boards, applying directly to print advertisements, all of which will ensure your work seeking campaign remains on track.

We have a number of helpful guides, updated regularly, on our website: [www.wh-employment.co.uk](http://www.wh-employment.co.uk) that can help you prepare and get the most out of your job hunting campaign. From how to start your job hunting campaign, writing an interview winning CV, to Interview Preparation, we can guide you through the process.

**Your job search is in safe hands with Wiltshire's Commercial & Professional Employment Solutions Specialist. Register with us online at [www.wh-employment.co.uk](http://www.wh-employment.co.uk) and start your job search today.**



**Employment solutions  
...it's our business**



### How does the service White Horse Employment & Professional Resources provide work?

#### Submit Your CV

To register with us, we ask you to submit your CV in the first instance. Our consultants will be in contact if they have a suitable opportunity to discuss with you, to arrange a registration meeting.

#### Registration Meeting

When registering, we find it benefits you to prepare as if you were attending a job interview. We aim to build a long standing relationship with you. By listening closely to your requirements, discussing your skill set and finding out what is important to you in your next position, we can match you to suitable temporary, contract, permanent or executive job opportunities.

#### Suitable Job Opportunities Sought

Following your registration meeting, we actively seek out job opportunities for you. In the current economic climate it is difficult to assist everyone as quickly as we would like, but we are committed to

working actively to find those job opportunities available in the marketplace. We will always discuss your needs before submitting your CV for any job opportunity.

For certain roles, we may ask you to complete a series of online skills assessments. Do not worry, there are not designed to trip you up, but to assist us to match you to the right position.

#### Pre-Interview Briefing

We will help you to prepare before your interview by giving you a full briefing on the client, the opportunity as well as providing you with helpful tips and guidance to make the most out of your interview.

#### Client Interviews

We will keep in touch with you at all stages of the recruitment process, and regardless of the length of your job search we will endeavour to work hard on your behalf.

#### Post Placement Customer Service

After your appointment in your new position, our service does not stop there. We will be in regular contact to ensure that you are happy in your new post, and assist you to settle in.

#### Our Commitment to you...

- We will discuss your needs with you before submitting your CV
- We will give you a detailed brief on our clients before interviews, ensuring you are fully prepared
- We will wherever possible give you constructive feedback with regards to your CV and interviews
- We will keep you informed at each stage of the recruitment process, however long this takes
- We will provide you with the highest level of customer service, and make sure we keep in contact with you post placement, to see how things are going.

We've placed thousands of jobseekers in the Wiltshire area over the last 20 years

We are White Horse Employment & Professional Resources

Employment solutions  
...it's our business