

Your Application

How to Apply - Signalling Issue 1

Welcome!

Once you've made the decision to apply to become a Signaller, you'll want to know about our straightforward application process. Make sure you apply and complete your process as quickly as possible. Our Signaller vacancies are very popular and we don't want you to miss out.

Before applying you should...

- Research and familiarise yourself with the role and Network Rail. Your interviewers will ask you questions about this and will want to know you've fully considered why you want to be a Signaller.
- Check the vacancy you're interested in is within a commutable distance and you've considered what mode of transport is available to you. Please note, travel time requirements depend on the location and for some of our more remote signalling locations, you'll need your own transport. We'll ask you to submit a travel time declaration as part of the process. This will be checked before we can invite you to an interview. Unfortunately, due to working time regulations, we will not be able to make any adjustments with regards to travel time.
- Make sure you've got a form of ID (e.g., passport, driving licence, Identity card) and a recent proof of address handy. We'll check both your eligibility to work in the UK and verify your home address.
- This role requires you to complete a safety-critical medical. There'll be some medical conditions which may exclude you from doing this role so please research the requirements further or contact us.

Application time!

Your application journey explained.

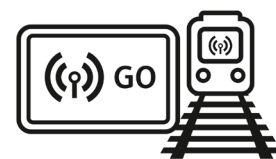
This information applies broadly to all our Signaller and Crossing Keeper roles.

Step 1. When you start your application, we need to know a little bit about you, so we'll be asking you to submit your contact details and respond to questions to confirm your eligibility e.g. location declaration and your right to work in the UK.

We work together with our recruitment partners AmberJack to deliver this recruitment process, so you'll be supported both by both teams as you progress.

During the initial stages of the process, we will also ask you about any reasonable adjustments you may wish to request. Please get in touch with us at any point should you require any support. Contact details can be found on the next page. You may need reasonable adjustments for various parts of the process such as online testing or assessment centres so please tell us at your earliest convenience so that we can do our best to put these in place for you.

Step 2. When we've received and checked your application to ensure you meet the eligibility criteria, we'll send you a link to complete your online assessments. To become a signaller, you'll need a variety of skills and qualities such as effective communication, team working, ability to work under pressure, multi-tasking and vigilance, to name a few. Therefore, the assessments you'll be asked to take will mirror these skills. More information and top tips on the assessments can be found on the next page.



Step 3. You'll next be asked to complete a video interview. As part of this, you'll be asked to respond to behavioural questions and describe when you've completed different tasks previously. It is worth reflecting on your previous experiences when you were at your best. The examples you give could be from a variety of different situations including ones you've faced in work, education or through your hobbies. You do not need to have specific experience to be a signaller – you just need great transferable skills!

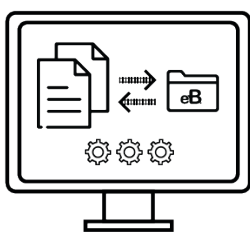
Step 4. Once you've successfully completed the video interview, we'll invite you to book in for an assessment centre. This will either be in-person or online depending on the location you've applied for. We will give you a courtesy call before your assessment centre to ensure you are still interested in attending and to give you some further information about what to expect on the day. Again, you can find some top tips on the next page. And if you're successful, it's time for offers to be made. We'll try to do this as quickly as possible, but it can take a week or two before you hear from us. As part of the onboarding process, you can expect to go through a full referencing process, a safety-critical medical and drugs and alcohol testing before you can start your Initial Signaller Training (IST).

Top Tips for Online Assessments

Completing online assessments can seem daunting. We want you to do well so here are some top tips.

Technology. We'd always recommend to complete assessments on a laptop rather than a mobile phone. Also, make sure you have a stable internet connection and that you are using the latest version of your browser. Also, if you have been invited to the video interview, you'll need a working microphone and webcam.

Environment. We always recommend you take your assessments in a quiet environment where you won't be disturbed. Give yourself plenty of time, make sure you've got a drink to hand and that you have scrap paper and pens. You may also need a calculator.



Preparation. We always recommend you take your time to familiarise yourself with the tasks at hand and make sure you complete all practice questions before taking the actual assessments. You may wish to visit the Aon assessment preparation website (link in Useful Resources) to help you prepare. We'll let you know which assessments you'll be taking within your invitation email. This may differ depending on the Signalling Grade you've applied for.

Video Interviews. We'll ask you about times when you've demonstrated behaviours important to the role of Signaller. Think about how you want to come across, what you are wearing and make sure you speak clearly, using appropriate and professional language throughout. You may also benefit from framing responses using the STAR method - you can use this for 'normal' interviews too! (link in Useful Resources).

Timings. We would advise you to complete your online assessments as quickly as possible and no later than the time indicated by us in your invitation email. If you experience any technical issues, remember to get in touch with us or AON immediately so we can help you.

Assessment Centre Planning

What to expect. At the start of the event, we'll always give you a full briefing and your timetable. You'll be asked to take part in activities that simulate Signaller scenarios and you should also expect to be interviewed by our signalling managers. Full instructions for the exercises and the interview will be provided on the day so don't worry about it for now.

What we're looking for. This is a unique role to Network Rail, so mostly likely, you haven't worked as a signaller before! Therefore, we are looking for your transferable skills rather than specific previous experience. For instance, we really value great communication skills, problem and decision-making skills and your ability to learn from experience and work well with others. You'll also need to be someone who likes to develop themselves and is interested in a career where you'll always be learning something new.

Travel. Do your travel planning well in advance of your assessment event. This means you can concentrate on your performance and not get stressed before you've even got to us! If the worst happens, let us know you'll be late or if you cannot make it. If you don't hear from you, we'll assume you're no longer interested in will reject your application. Same applies for virtual assessments. Make sure you are prepared and give yourself plenty of time to log in and check everything's working.

Dress code. We'd recommend you look the part and dress in business attire. This applies both for virtual and in-person assessment centres. If you're doing a virtual assessment centre with us, also think about how your environment looks and that it's free from distractions.

And don't forget about your documents! We will send you a list of documents you'll need to hand so make sure you've got them so we can perform your right to work checks.

Contact Us

If you need to get in touch with us for any reason, here are our contact details.

Email: enquiry@networkrail.ambertrack.co.uk

Tel: 01635 584137
(Mon-Fri 9:00am – 5:30pm)

Useful Resources

Doing research into your chosen career and industry is really important. Here are some resources for you to consider which should help you familiarise yourself with Network Rail and beyond.

Assessment preparation:

Online assessments: <https://assessment.aon.com/en-us/prepare-your-assessment>

Interviewing - The STAR method:

<https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>

Industry Links

<https://www.networkrail.co.uk/campaigns/signalling-opportunities>

<https://www.networkrail.co.uk/who-we-are/publications-and-resources/our-delivery-plans-for-2024-2029/>

<https://www.orr.gov.uk/>

<https://gbrrt.co.uk/>

<https://www.rssb.co.uk/>

<https://operationscareers.networkrail.co.uk/>

<https://www.simsig.co.uk/>