

Instructions to internal applicants

As a current employee you should note the following and take the appropriate action:

- In order to make your job application official you are required to apply on line through the company intranet. No other form of application will be accepted.
- You must have been in your current role for a minimum of 9 months (store roles) or 12 months (office roles) before your application can be considered. These are the minimum terms which must be served, because it is important for you to have been in a role, in Alshaya, long enough to be able to provide evidence of success.
- You **MUST** gain your line manager's approval **PRIOR** to submitting any application. If you do not have this approval and you still wish to apply, there is an "Impartial Appeal Process". The Recruitment team will be able to explain this to you.
- If you have any current disciplinarys on file or pending you are not eligible to apply.
- You must apply before the closing date as posted on the advert.

If you are successful in your application your start date will be subject to the agreement of your current and future line managers but as a guide the realistic time from verbal offer to the start date in a new role is 8 weeks. This may be shorter depending on the circumstances.