

FAQs for applying at John Holland

Does John Holland offer a Graduate program?

Yes, John Holland runs an annual graduate program. Applications usually open around March of each year. Keep an eye on our social media pages and graduate page for more information around that time.

Can I express interest or submit my resumé for your records?

Yes you can express interest to join John Holland even if a role isn't currently available to apply for simply follow this link [View All Jobs](#)

What Right to Work Evidence might I need to provide if successful?

- If you're successful as the preferred candidate you will be required to provide evidence of your right to work in Australia.
- We accept the following documents as evidence.
- An Australian passport, or
- An Australian citizenship certificate or a certificate of evidence of Australian citizenship, as well as photo identification, or
- A full Australian birth certificate as well as photo identification

Do you make adjustments to the recruitment process, work processes or workplace?

Yes. Please tick the box at the initial application stage and provide information on any adjustments you may need.

John Holland provides reasonable adjustments. These could include:

- Modifying equipment, jobs or work processes
- Conducting interviews at a specific time or in a way that best supports you
- Adjusting access to buildings and rooms
- Flexible work practices.

I feel my gender identity or diversity might hold me back from applying?

We want everyone who works at John Holland to feel included and that they belong. We have an Inclusion Strategic Plan that details how we're making our ways of working more inclusive. In addition, we have a focus on Gender Equality through our WGEA Employer of Choice and Gender Equality Strategic Plan. We are currently recognised as a Bronze Employer with the Australian Workplace Equality Index and are progressing with our third Innovate Reconciliation Action Plan.

We understand that trans and gender diverse people may have unique challenges or concerns about the recruitment journey. Feel free to contact the John Holland Inclusion and Diversity Team (who have undertaken specific LGBTQ+ training) at inclusion@jhg.com.au if you have any questions. All communications are confidential and handled sensitively.

What's the process for hiring?

Application

When you find a job you're interested in, select 'Apply' to get started.

You'll need to create or sign in to your Candidate Profile to complete your application.

Fill in the required fields and tell us a bit about yourself. Including things like work experience and education and some personal information such as preferred name, legal name etc.

You can save progress and come back at a later date to complete the application.

You'll need to provide a copy of your resume or CV, saved as a Word document or PDF. Make sure it includes your most relevant experience in the first couple of pages, with enough detail to help us understand your experience and strengths. Cover letters are optional – if you'd like to provide one, include it when you submit your resume.

Once you have completed all the fields click 'Apply' to submit your application. You will receive an email to confirm we have received your application.

Interview

After reviewing applications we'll proceed to the next stage with candidates who meet our capability requirements. Our recruitment team will be looking for those with potential to deliver on the role.

We'll be in touch via phone to have a chat about the role and do an initial phone screen. We might ask some more questions about your application and to get to know you a little more.

If things look good, we'll invite you to an interview.

Be ready to answer questions about how your background and experience match the role you've applied for.

Depending on the role, we might ask you to have a second-round interview. We'll let you know if a second interview is needed.

For some roles you may be asked to complete an assessment or task to help us understand how you think and act in the workplace.

Pre-employment checks

Following the interview process, we will progress to pre-employment checks for the preferred candidate.

References

You'll need be required to provide contact details for two x professional referees to whom you have reported to directly, within the last five years. We will complete reference checks either using our online provider, or verbally.

Pre-employment Medical

For all roles you need to complete a pre-employment medical check; the type of medical check will depend based on the role you're being considered for.

We do this to ensure we are aware of any modifications or accommodations we need to make to enable a safe workplace to be provided. We also use the information to assist in understanding the medical/health condition of an employee prior to employment to enable us to understand any employment contribution to a workplace injury or illness. The pre-employment medical will include a drug and alcohol test.

Criminal record check

For some roles you may also be required to undertake a criminal record check.

This is to support confidence in having trustworthy employee and to foster a safe and ethical work environment.

Evidence of right to work

You will be required to supply evidence of your right to work.

Offer

Once we are ready to proceed to formal offer, we'll talk to you about your start date and confirm your total remuneration for the work you will carry out. A formal offer will be provided electronically for you to review and accept.

Onboarding

Once you've accepted the offer and you're on your way to the first day, we'll keep in touch with you. If you have any questions before your start date you can get in touch with your Talent team, contact or new manager.

Day 1

When you arrive at the site/office your manager or buddy will be there to support your introduction and Induction to John Holland.

You will have been provided information on how to login and access our systems.

And Beyond

You'll now start being introduced to a wider network, begin your relevant training including modules on our ways of working, safety and inclusive culture and start getting across your work.