

Q1. Can I apply for Aviva vacancies from day one?

A1. Yes, we welcome your application. You can search and apply for open vacancies here: [Search & apply · Aviva Careers](#).

Q2. If I am successful for a permanent Aviva vacancy, will I go onto an Aviva contract?

A2. If the role is permanent, then you will move onto Aviva Terms & Conditions of employment (including payroll, benefits and pension) upon commencement of the role, but you will retain your continuous service from the date you joined Direct Line.

Q3. If I am successful for a secondment Aviva vacancy, will I go onto an Aviva contract?

A3. If the role is a secondment, then you will stay on Direct Line Terms/benefits/payroll for the duration of the secondment. You will return to your Direct Line role at the end of the secondment, or if the role is made permanent you would then go onto Aviva Terms at that point as per the question above.

Q4. I am currently a contractual home worker, will there be a change if I apply and am offered a role?

A4. If the Aviva vacancy is advertised as being office based, you will need to move to an Aviva Smart Working contract. Smart Working is our approach to hybrid working. You'll be expected to spend 50% of your time in an office, which will be at the Aviva office where the role was advertised. This gives you flexibility while making sure we stay connected, collaborate well, and support each other in person too. There may be some instances where an exception is agreed but these need to be considered individually and cannot be guaranteed.

Q5. Will I be treated like an Aviva candidate in the application process?

A5. Yes, you will be treated the same as any other internal Aviva candidate, although the application form you fill in when you apply for the role is the same one that external candidates will need to complete. If you are successful for a permanent role, you will have an employee record created within Aviva.

Q6. Do I need to upload a CV on my application?

A6. Yes, you will need to upload a CV as the Aviva recruitment team and hiring managers won't be able to see your Direct Line Workday profile.

Q7. If I'm successful, will I go through Aviva's pre-employment screening process?

A7. No, you won't need to undergo all of the Aviva screening checks but we will need to complete a Right to Work in the UK check.

Q8. What is the format of job interviews at Aviva, and will they be virtual?

A8. Generally, the format of interviews will be strengths based. The location will vary based on the role requirements and could be virtual. If you are invited to attend an interview, full detail of the format and location will be discussed and confirmed to you well in advance of the day.

You will be provided with documentation that explains about the format of the interview and give you some hints and tips on how to prepare. The recruitment team will also ask if there are any reasonable adjustments you need for the interview.

Q9. How can I see the Aviva pay ranges if I want to check on the salary level for a vacancy?

A9. Job adverts on the DL site shouldn't include a link to the Aviva pay ranges as they aren't currently accessible to DL colleagues. We have started to include salary details on internal adverts, so you can see the actual salary level for that specific role. If you see an advert that doesn't include a salary, just ask the recruitment contact listed on the bottom of the advert to confirm what the salary level is.

Q10. If I'm successful for an Aviva vacancy, can I continue to work at a DL office?

A10. This will depend on the location requirements for the vacancy. Some roles can be based at a DL office, whereas some need to be at an Aviva office, so each situation will be looked at on a case-by-case basis. If you would like to check location options for a vacancy you are interested in, just send your query to the

recruitment contact listed on the advert or contact
resourcing.support@aviva.com

Q11. There is a vacancy I'm interested in but the location on the advert isn't where I'm currently based. Should I apply for the role anyway?

A11. For internal candidates (Aviva or DL) there may be flexibility that can be applied for some vacancies in relation to location. We recommend contacting the recruiter listed on the bottom of the advert to check on the options for locations, before making the decision on whether to apply or not

If you have any questions which aren't answered here, please email
resourcing.support@aviva.com.