

## **Application procedure**

You will find all information about our current job opportunities on our website. If you have found an interesting job offer, click on the button “application” to be registered on our online job board. If you have already been registered please log in with your username and password.

### **1. Application**

Afterwards you have the opportunity to generate your application online. Please also edit data regarding address, salary expectation, language ability, curriculum vitae (cv) etc. You can also upload your letter, cv and certificates. Please note that there are only 2 MB available for documents.

### **2. Double-checking documents**

As soon as you have sent us your application, it will be screened by our human resources department and will be passed over to the department. The special branch will check your documents and decide if you will be invited to a job interview. This procedure will take 2 – 3 weeks.

### **3. Job interview**

With the invitation to the interview you have taken the first step. Now it is your turn to score at the job interview. First of all, we want to know if you fit into our corporate culture. If you have convinced us about your qualities, there is usually another interview arranged to further discuss.

### **4. Offer of contract**

Should the second interview be successful, you will receive the offer of a non-binding contract. The personnel office will discuss the job offer point by point with you and discuss any possible questions.

### **5. Work council**

If you are satisfied with our offer, we will pass your documents to our work council so that they can agree to your employment.

### **6. Contract**

If the work council consents to your employment, you will receive an employment contract from us.