

# FAQ / Questions?

## Frequently asked questions

### **1. Are the jobs offered on the Vetter Website current?**

Yes. Our Website is updated at least once a week.

### **2. Who can I contact if I have additional questions regarding an offered position?**

Every job offer lists the name of a contact person who can provide any information you may need.

### **3. How long will it take to review my application?**

Every applicant is notified after his application is received. The follow-up period depends on the specific job.

### **4. What is the definition of 'flexible working hours'?**

Flexible means that you, the future employee, are willing to meet the departments' demands for varying work times and shifts (in the Production department this includes night and weekend shifts and on-call duty).

### **5. Should I send my application documents via e-mail or submit an application package via postal mail or courier?**

Feel free to submit your initial application via e-mail. If we determine that your documents are incomplete, we may request that you resubmit your complete application package in paper form. Please do not send your application on a CD.

### **6. Several of the offered jobs fit my qualifications and interests. Should I send a separate application for each job?**

No. We will do the work for you. Please send only one application. We will check your application for all suitable positions.

### **7. To whom shall I address my application?**

Please address your application to the contact person named in the job offer.

### **8. To whom should I direct my initial application?**

Please send your application to our Human Resources department. From there it will be forwarded to the appropriate place(s).

### **9. What is the deadline for submitting job applications?**

You should submit your application by early October the year prior to the start of the training. Applications received after this date cannot be taken into consideration in all cases. The training positions still available for the next training period are listed on our homepage under jobs.

