EPOS Application Guide

Our most essential advice on your application documents

➤ **By letter, email or online:** all three methods are fine for us. However, we do ask that you only send us the really important documents and information.

An application is complete with the following:
· Letter
· CV
· Education certificates and job references
· Photo (optional)

➤ **A letter is important to us,** but be sure to keep it brief. It should be no longer than one page.

You should include the following:
· Your full name
· The position for which you are applying
· The date from which you are available
· Your educational and professional qualifications
· Details on how you can be contacted (address, telephone number, email address)

➤ Your CV should be clearly laid out so that we can get a **good overview** of your qualifications and professional background. You can do this by opting for a tabular layout. On the left you should state the relevant period of time and next to it on the right the corresponding training course or job.

You should also limit this information to the essential details:
· Schools with name, location and qualifications gained
· Educational establishment with name, location and type of course
· Previous positions with name, location, type of job and duties
· Other knowledge and skills, such as foreign languages spoken, driving licence categories, IT skills

Please also remember that the style and form of the application also make a decisive impression. Accordingly, you should pay particular attention to orthography and grammar.

➤ **. . . on sending your documents by post**

A collection of loose sheets of paper is not practical. Clearly arrange your documents in a folder. A cover sheet with your name and contact details is also a good idea.

As already mentioned, the style and form of the application make an important first impression. Accordingly, you should make sure that the paper is in perfect condition.

Please ensure that there is sufficient postage on the envelope.

➤ **. . . on sending your documents by email**

Instead of a separate letter, you can write your name, contact details, the position for which you are applying, the date from which you are available and your qualifications directly in the email.

It is a good idea to attach your CV, certificates, job references and photo to the email as a separate file. You should use the PDF format for this. You can also compress the files using the ZIP or RAR programs to make them easier to send.

We like to treat our employees as partners, but when it comes to official documents we prefer a formal style. You should therefore avoid embellishments or emoticons, for example.

➤ **. . . on applying online**

You can write your letter in the free text field here. Upload your CV, certificates, references and photo using the button provided, but please remember that the attachments should be no larger than 8 GB.

➤ **. . . on your photo**

If you opt to send a photo, please ensure that it was taken as recently as possible. Furthermore, it should be business-like. We do not wish to see holiday or family photos. You should also think about the clothes you are wearing. Casual leisurewear can quickly give the wrong impression.

➤ **. . . on the interview**

Reliability is everything in the world of work. Accordingly, we value punctuality. If you are running late due to unforeseen circumstances, we would appreciate it if you could let us know in good time.

If you have difficulty finding us, you can call us at any time. We will be pleased to help you. This is a much better option than getting stressed or arriving late.

Cast a critical eye over how you look. Clothing, cleanliness and a well-groomed appearance also make a good impression.