



LGT E-Recruiting Manual

Personal Applications

Step 1: Enter Personal Data / Contact Data

Please enter your personal data in at least all the fields marked with an asterisk (*). Leave the fields *Agency Name* and *Contact Person* blank.

Next read the *Declaration of consent*, confirm it by entering a tick in the box, and then click on *Next*.

Step 2: Upload Application Documents

In order to be able to process your application, we require at least a *Motivation Letter* and your *Curriculum Vitae*. We welcome the sending of complete dossiers with the first application. You therefore have the possibility of adding *references*, *diplomas etc.* to your information. In each case only one (1) file with a standard format and the specified size limit can be uploaded. You can combine several files in PDF or Word, or use the free Info-ZIP program available in the Internet [<http://www.info-zip.org/>].

Enter the shown *CAPCHA security code* in the blank field below it and then send us your application by clicking on *Submit*. You will receive a direct confirmation of the successful transmission of your information in the next window.

Applications from recruitment agencies

Please proceed in the same way as with personal applications. In Step 1, please provide your *Contact Email* and *Contact Phone* (not those of the applicant). Enter the name of your organization and the name of the relevant person under *Agency Name* and *Contact Person*.