

# Advice on applying for a job

We have gathered the most important questions and answers on how to apply for a job at the LMT Group. Would you like to learn more? Do not hesitate to contact us.

## 1. How should I submit my application documents?

We would prefer you to send your application by e-mail to the address of the indicated contact person or to the address given in the job advertisement. You can also send your application to **jobs@lmt-fshs.com**.

Please only use file formats for your e-mail application that can be opened with a standard program. Ideally, **you should submit all documents in one PDF file**. Please note that we cannot receive e-mails that exceed the **maximum e-mail size of 10 MB**.

Of course, you can also submit your job application per mail. When doing so, please direct your application to the appropriate contact person or to the address given in the job advertisement.

You can also send your application to the **Human Resources department of the LMT Group, Grabauer Straße 24, 21493 Schwarzenbek, Germany**.

## 2. Which documents should my application contain?

The more complete your application is, the better we can process it. Therefore, please always include a **cover letter**, an **up-to-date CV** and **work-relevant references** (school and university certificates, professional training certificates, letters of references and other certificates).

Please also include your salary expectations and state your earliest start date.

## 3. What will be paid special attention to in my application?

Each job has its specific requirements. Thus, the focus will be on your training or your work experience.

**Apart from that we are most interested in: You.**

Hence, when writing your application, try to give us an impression of you, your knowledge and your skills and tell us what motivated you to apply for a job with us. Because we want to be right for you and want you to fit in.

## 4. Is it worthwhile to submit a speculative application?

We are always looking for talented and motivated new employees who could contribute to the success of our company. If you have an outstanding qualification or if you are pursuing clear career goals and you are interested in taking on a responsible role in our team, please send us your application. **Convince us with your application!**

## 5. Is it possible to apply for several vacancies with one application?

**Yes.** If you are interested in several vacancies, **please make this clear directly in your application**. Please address the different areas of activity you are interested in. We will then process your application with regard to the vacancies you are interested in.

## 6. How much job experience should I have?

**It depends on the respective job you apply for** how much job experience is required. But do not get deterred if you don't meet all requirements mentioned in the job advertisement. Rather evaluate if the job fits you with all its aspects. If so, apply for the job!

## 7. How long does it take for my application to get processed?

We always try to get back to you on your application as soon as possible. Hearing back about a **speculative job application** normally takes **one to two weeks**. If you applied for a **job vacancy**, it may even take up to **four weeks** until you get a final answer. Do not hesitate to contact your contact person if you need us to get back to you more urgently. You are welcome to ask for preliminary results.