

Application Checklist

Personal Information

- ☐ Current Curriculum Vitae (CV / Resume)
- ☐ Cover Letter / Letter of Motivation
- ☐ Date of Birth
- ☐ Nationality
- ☐ Marital Status
- ☐ Full Residential Address
- ☐ Telephone Number
- ☐ E-mail Address
- ☐ Residence and/or Work Permit (for foreign applicants)

Education

- ☐ Graduation Certificates of all relevant education and training
- ☐ Diplomas / Professional Certificates (e.g. Apprenticeship Certificate, Higher Technical College, University Degree, etc.)
- ☐ Academic Transcripts (for recent graduates)
- ☐ Proof of Current Enrollment (if still in education)
- ☐ Latest School or Semester Reports (if still in education)
- ☐ Expected Graduation Date (if still in education)

Professional Experience

- ☐ Employment References from all relevant employers
- ☐ Interim Employment Reference from current employer (if available)
- ☐ Internship References (if applicable)
- ☐ Professional References including telephone number and e-mail address

Availability

- ☐ Earliest Possible Starting Date
- ☐ Notice Period
- ☐ Desired Employment Percentage (%)

Compensation

- ☐ Salary Expectation
- ☐ Current Salary (optional)

Additional Documents for Watchmakers / Technical Positions

- ☐ Portfolio including photographs of completed work
- ☐ Documentation of restoration work
- ☐ Documentation of servicing and overhaul work
- ☐ Evidence of specialized technical skills
- ☐ Certificates (e.g. WOSTEP, SAWTA, ZeitZentrum, etc.)

Area(s) of Specialization

- | | | |
|---|---|--|
| ☐ Assembly | ☐ Customer Service | ☐ Quality Control |
| ☐ Production | ☐ Rhabillage (Movement Overhaul) | ☐ Restoration |
| ☐ Micromechanics | ☐ CNC Machining | ☐ Regulation / Adjustment |

Legal Documents (after pre-selection)

- ☐ Criminal Record Certificate
- ☐ Debt Enforcement Register Extract (if applicable)
- ☐ Copy of Passport or National Identity Card
- ☐ Copy of Residence Permit