

# **Application Guide**

## **The Right Way to Apply at BASF!**

Ludwigshafen, April 2015

# Overview

- How to Apply for a Job at BASF
- 5 Steps to Your Online Application
- The Right Way to Apply Online
- What About Data Protection?

# How to Apply for a Job at BASF

- We recommend applying through our online system – even for an unsolicited application. With your login credentials you can update your data at any time, you can check the status of your application and we can immediately access your application and give you a faster feedback.
- Additionally, you save money on paper, folders and postage, and help to protect the environment.
- Alternatively, we accept application via e-mail.

# 5 Steps to Your Online Application

- Job search
- Registration
- Setting up your candidate profile
- Applying with your complete profile
- Sending the application

If you have already prepared your documents, the online application process will take about 15 minutes. You will get detailed information on the individual application steps in our application guide on the following pages.

# The Right Way to Apply Online



270 open jobs.  
Find the job  
that is right for you.

## BASF as an Employer

BASF is the world's leading chemical company. With more than 112,000 employees, six Verbund sites and 376 additional production sites worldwide, we serve customers and partners in almost all countries of the world.

**Job search**  
The job search is the fastest way to search through and filter our job offers for students, job starters and professionals.

**Login**  
Do you want to create a profile or log in? Then this is the right place for you.

## BASF as an Employer

BASF is the world's leading chemical company. With more than 112,000 employees, six Verbund sites and 376 additional production sites worldwide, we serve customers and partners in almost all countries of the world.

On the homepage of our European job portal, you have the opportunity to look for an interesting vacancy before creating a candidate profile or vice versa.

  
**270**  
open jobs  
[Find jobs](#)

  
**Get started**  
The fastest way to your profile  
[Log In](#)

# The Right Way to Apply Online

## ■ Job search



### Find jobs

Are you seeking a new professional challenge with interesting perspectives? Then you have come to the right place. Whether you are a student, a job starter or a professional with years of experience - we are constantly looking for motivated employees move our company forward.

Keywords

Advanced search criteria

You can search for jobs using keywords. The advanced search criteria offer you the possibility to filter the results by country, city, branch, occupational area, candidate group, job level and contract type. Furthermore, you can set the search method, language and maximum number of hits.

Keywords

Advanced search criteria

Search Method

Country

City

Branch

Occupational Area

Candidate group

Job Level

Contract Type

General Search Settings

Language

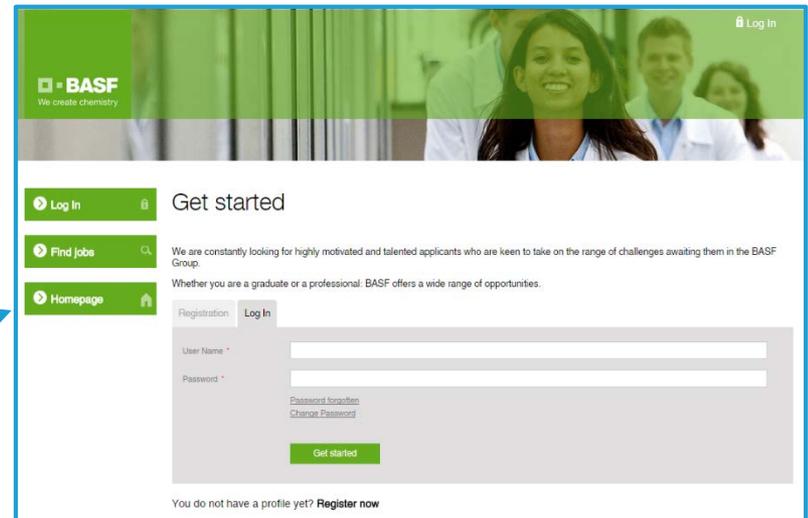
Maximum Number of Hits

# The Right Way to Apply Online

## ■ Job search



Tell a Friend **Apply** Back



After finding an interesting position, please click on *Apply* in the upper right-hand corner. A new tab will open with a Log-in/Registration form. If you have already applied for a job at BASF, you can use your existing login credentials. Otherwise you can create a new user account and register for our Talent Community.

# The Right Way to Apply Online

## ■ Unsolicited Application

### Unsolicited Applications in Europe

Can't find anything suitable? You can still apply.

A speculative application is always worthwhile at BASF. Even if we aren't currently offering any positions that tailor with your career or requirements, we'd be happy to hear from you.

Your application will be treated in the strictest confidence. Please select your desired work country and the respective business field you want to apply for.

- Germany
- Belgium
- France
- Italy
- Netherlands
- Spain
- Switzerland
- UK & Ireland

### Business & Corporate Functions

- Administration & Office Support
- Catering Services
- Controlling
- Finance & Accounting
- General Management
- Human Resources
- Inhouse Consulting
- Internal Audit
- Insurance
- IT / Information Management
- Legal & Tax
- Logistics & Supply Chain Management
- Marketing
- Occupational Medicine
- Procurement
- Public Relations / Communications
- Sales

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### Engineering & Production

- Applications Technology
- Engineering
- Environment, Health & Safety
- Maintenance
- Production
- Skilled Trades

If you cannot find a suitable job, you have the opportunity to send us a speculative application on our career page ([basf.com/career](https://basf.com/career)). First, decide on a country and occupational area, then sign up with your user data for the application wizard, complete your profile and click on *Send Application*.

# The Right Way to Apply Online

## ■ Registration

Get started

We are constantly looking for highly motivated and talented applicants who are keen to take on the range of challenges awaiting them in the BASF Group.

Whether you are a graduate or a professional: BASF offers a wide range of opportunities.

Registration Log In

Name

First Name: \*

Middle Name:

Last Name: \*

User Data

User Name: \*

Password: \*

Repeat Password: \*

E-Mail: \*

Repeat E-Mail: \*

 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.  
Confirm that you accept our data privacy statement  
The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.  
[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

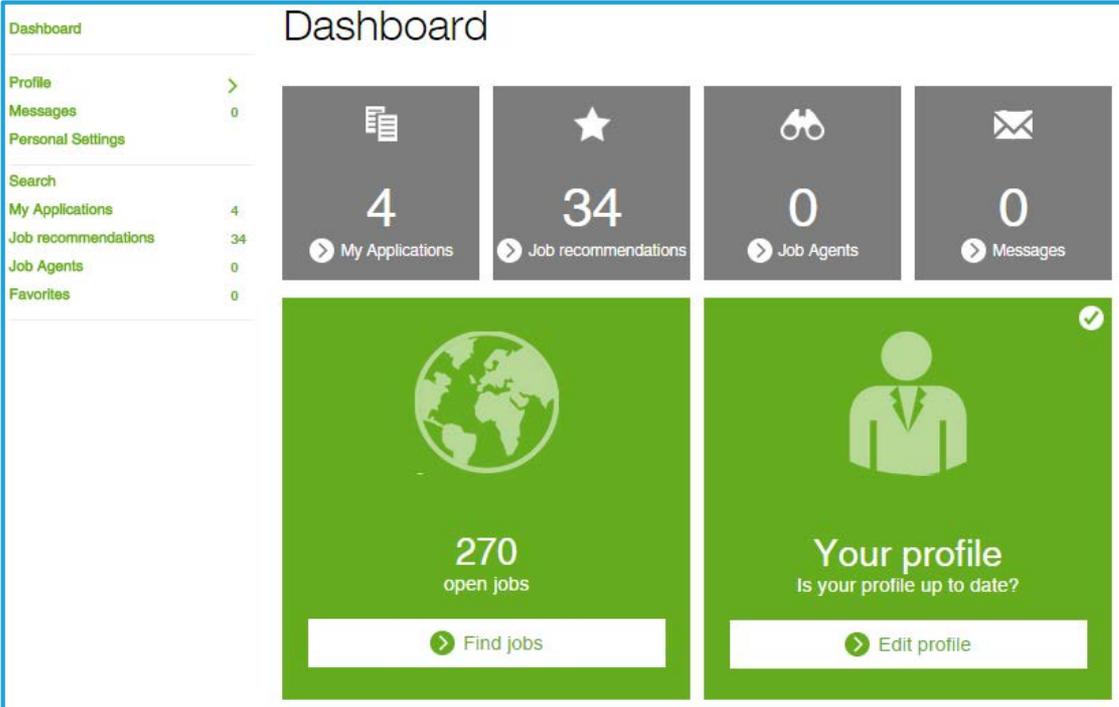
Register

Do you already have a profile? [Log in now](#)

You can register here to create your own profile. This is not the same as an application. In order to register, you need to provide your first and last name, a user name of choice along with a password and a valid e-mail address at which we can contact you during the application process. Please enter all of the data into the respective fields. And do not forget to read and accept the data privacy statement before completing your registration. After finishing the registration process, you will immediately receive a confirmation e-mail.

# The Right Way to Apply Online

## ■ Dashboard



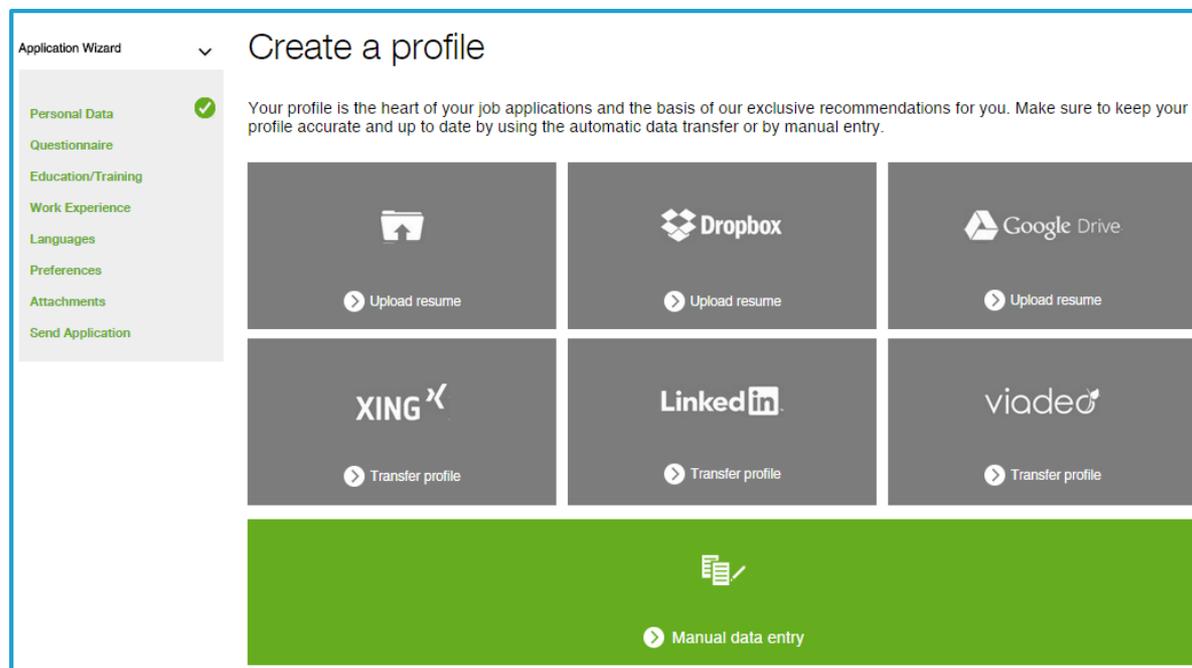
The screenshot shows a user's dashboard with a navigation bar on the left and a main content area. The navigation bar includes links for Profile, Messages, Personal Settings, Search, My Applications, Job recommendations, Job Agents, and Favorites. The main content area features four summary cards: My Applications (4), Job recommendations (34), Job Agents (0), and Messages (0). Below these are two large green cards: '270 open jobs' with a 'Find jobs' button, and 'Your profile' with a note 'Is your profile up to date?' and an 'Edit profile' button.

Category	Count
My Applications	4
Job recommendations	34
Job Agents	0
Messages	0
Open Jobs	270

After signing in or registering, you will get to your personal dashboard. Here you can see your applications, job recommendations, job agents and messages which you receive from BASF. By clicking on *Profile* in the navigation bar on the left or in the bottom right-hand corner, you can set up your profile.

# The Right Way to Apply Online

## ■ Setting up your candidate profile



The screenshot shows the 'Create a profile' step in the application wizard. On the left, a sidebar lists the steps: Personal Data (checked), Questionnaire, Education/Training, Work Experience, Languages, Preferences, Attachments, and Send Application. The main content area has a heading 'Create a profile' and a sub-heading 'Your profile is the heart of your job applications and the basis of our exclusive recommendations for you. Make sure to keep your profile accurate and up to date by using the automatic data transfer or by manual entry.' Below this are six buttons for data transfer: 'Upload resume' from a local folder, Dropbox, and Google Drive; and 'Transfer profile' from XING, LinkedIn, and Viadeo. At the bottom is a large green button for 'Manual data entry'.

To set up your profile, please upload your CV in the first step. The data will be transferred automatically. To use this service, you can either upload a resume as a file from your hard drive, from Dropbox or Google Drive (after authorization). The system recognizes and then transmits all relevant data into the matching fields, and in the end you only have to check the transmitted data and correct it if necessary. Then you can continue with your application. Instead of transmitting data via your CV you can also transfer your data from XING, LinkedIn or Viadeo (after authorization). After clicking on the respective button you will be asked to provide BASF with access to your data. We will then transfer your data once. There will be no permanent connection to the portals. Alternatively, you can of course still enter your data manually.

# The Right Way to Apply Online

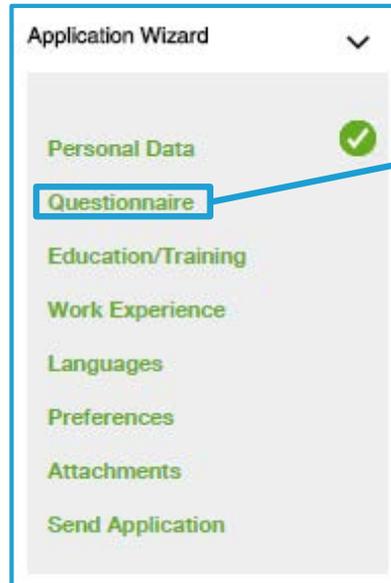
## ■ The details of your candidate profile

<b>Personal Data</b>	Store your personal information.
<b>Education/Training</b>	Submit your current school, professional and/or academic training or enter your highest degree.
<b>Work Experience</b>	If you are not studying or at school at the moment, please store your current or latest professional activity (function, employer, period).
<b>Languages</b>	Evaluate your linguistic knowledge on a scale from beginner to expert.
<b>Preferences</b>	State what region and what area you would like to work in, to what extent you are willing to relocate and your availability.
<b>Attachments</b>	Upload your application documents such as your cover letter and certificates as an attachment. You can add the following file types: MS Word, MS PowerPoint, PDF file, TIFF graphics, JPG file, BMP file or simple text. The maximum file size is 5 MB.
<b>Overview and Profile Release/ Send Application</b>	You will be given an overview of the application information you have already stored. Please let us know where you first heard about the job posting and send your application as soon as the documents or data of your resume are complete.

# The Right Way to Apply Online

## ■ Setting your candidate profile

After providing your data in the respective categories, check marks in the navigation bar on the left will indicate which steps are already completed. If you are applying for an internship at BASF, you will have to fill out a short questionnaire. You will be asked when the internship shall take place, if it is a mandatory or voluntary internship and whether you have already completed an internship at BASF during your studies.



Application Wizard

- Personal Data
- Questionnaire**
- Education/Training
- Work Experience
- Languages
- Preferences
- Attachments
- Send Application

Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application

Questionnaire in Application Form

All information on internships, you can find on our career website.

When do you intend to do the internship at BASF? \*

Before starting your studies

During your studies

Between your Bachelor and Master

Between your Master and PhD

Is the internship voluntary or mandatory? \*

Voluntary internship

Mandatory internship

If mandatory, please complete the form "certificate for a mandatory internship" provided by BASF and ask the university administration to sign it. Alternatively, you can also submit the study regulations, which stipulate that you are required to complete a mandatory internship with your application documents.

Have you already completed an internship during your studies at BASF? \*

No

Yes

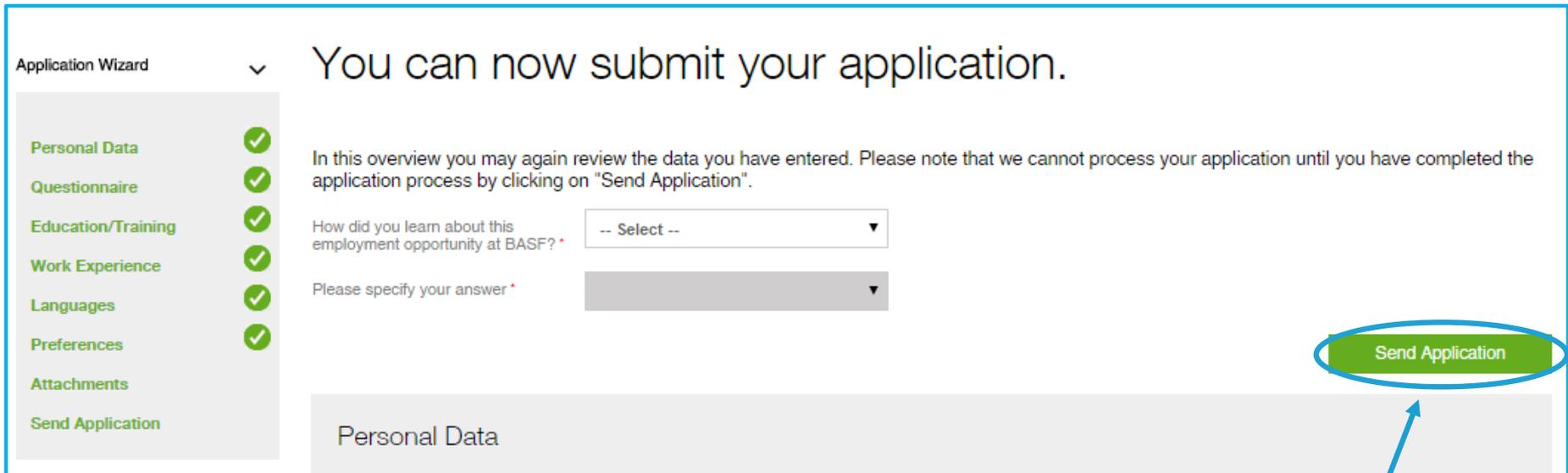
If yes, please state in which BASF company you did your internship

If yes, which kind of internship was it?

Mandatory internship

# The Right Way to Apply Online

## ■ Overview and Profile Release / Send Application



Application Wizard

✓ You can now submit your application.

Personal Data ✓  
Questionnaire ✓  
Education/Training ✓  
Work Experience ✓  
Languages ✓  
Preferences ✓  
Attachments  
Send Application

In this overview you may again review the data you have entered. Please note that we cannot process your application until you have completed the application process by clicking on "Send Application".

How did you learn about this employment opportunity at BASF? \*

Please specify your answer \*

Personal Data

**Send Application**

As a last step, you will see an overview of all your given information. If you want to change something, you can easily do so by clicking *Edit* in the respective section. Additionally, we would like to know how you learned about the job at BASF. Eventually, you can now release your profile and submit your application. Please do not forget to click on the *Send Application* Button in the upper right-hand corner.

# What About Data Protection?

- All data provided to BASF is handled strictly in accordance with German data protection legislation. Personal information, including candidate information obtained via our online application system, is treated in the strictest confidence and is used exclusively for application purposes.
- Here you can find our complete data privacy statement:  
[https://jobs.europe.basf.com/sap/bc/bsp/sap/yp14\\_eui\\_h5\\_uc/DP\\_EN.pdf](https://jobs.europe.basf.com/sap/bc/bsp/sap/yp14_eui_h5_uc/DP_EN.pdf)

# Do You Still Have Questions Concerning Your Application?



## BASF Services Europe Ltd

Recruiting Services Europe

P.O. Box 11 02 48

10832 Berlin

Germany

Phone: 0800-33 0000 33

Free of charge in European networks

To answer any questions about your applications, you can reach us daily from 9 AM to 5 PM (CET) in our chat, also available on mobile devices: [BASF Service Chat](#)

E-Mail: [jobs@basf.com](mailto:jobs@basf.com)

[www.basf.com/career](http://www.basf.com/career)