

Apply online Instructions



# Apply Online Instructions

## Quick Reference How to apply online

### FUTURE JOB CAREER AT TETRA PAK

This is the link to apply online [www.tetrapak.com/career](http://www.tetrapak.com/career). Once in this career section, click on the link "View the current job list and apply for jobs" where you will find current job list and can apply for jobs at Tetra Pak.

[View the current job list and apply for jobs](#)

When you click on the link you will enter our Career Page. A search function will appear. Click on Search Jobs to review all jobs. You can use the Search Job function to narrow down your search. Please note that the key words you use in your search will remain until you actively remove them.

### JOBS IN LOCAL LANGUAGE

Most of our jobs are published in English as this is our corporate language. In some cases jobs are also posted in local language. You will find the link to see local job lists in the top right corner.

### JOIN OUR TALENT COMMUNITY

If you don't find a vacant position that matches your profile, you may want to Join Our Talent Community with a spontaneous application for future positions. Even if you do this we always encourage you to actively apply for vacancies. Join Our Talent Community and create an account.

### CREATE AN ACCOUNT

The first time you visit our career page you need to create a personal account which requires a username and password. Please click on Join Our Talent Community or View profile to create an account.

### RETURNING VISITOR

Each time you want to apply for a new position, sign in with your username and password. The application form will automatically incorporate existing information from your profile and all uploaded documents will be saved.

### FORGOT YOUR USERNAME OR PASSWORD

Your username is the email address you used when you created your account. Please click on *Forgot your password* if you need a reminder.

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### GOING THROUGH THE APPLICATION PROCESS

The first step is to click on Apply now and create an account. Read and accept the data privacy statement.

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case-sensitive

\*Email Address:

\*Choose Password:

\*Retype Password:

\*First Name:

\*Last Name:

\*Country of Residence:

\*Terms of Use: [Read and accept the data privacy statement.](#)

[Create Account](#)

In the next section you have the possibility to add more details about yourself so the recruiters can evaluate your profile against open positions. You can upload a CV, enter profile information, previous employment, education and job specific information. You can review and submit your application in this section.

You should always check all the fields to ensure that the right information is in the right place. Some fields are mandatory and this is to give Tetra Pak a good way of finding your application in our database. You find a \* on the mandatory fields. You will receive a confirmation on your application to your email. Below you find a view of the last step. You can click on view profile to review your application. **Please note that you can't do any changes on your application after you have clicked on Submit.** You are welcome to apply through a mobile device.

Your application has been sent. Thank you!

[Back to Job Listing](#) [View Profile](#)

### JOB ALERTS

You can use the function **Job Alerts** to get notified about jobs automatically. The job alert function will send you emails when new jobs are posted and match your top search criteria. Login to your account, select Options and then Job Alerts. Click on **Create New Job Alerts**, type your search key words and click on create alert. You can also select how often you would like to have the alerts and if you would like to select a specific location. You can delete the job alert if you want.

Sign Out Options English UK (English UK)

- My Profile
- Job Alerts**
- Settings

Job Alerts

[Create New Job Alert](#)

You can also click on Create Alert when you are reviewing an exciting ad. The job alert function will pick up keywords and location from the ad you are reviewing.

Preview results for "HR AND Dubai".

Search by Keyword:  Search by Location:  [Preview Alert](#)

More Options

Send me alerts every  days [Create Alert](#) [Return to Job Alerts](#)

### REMOVE APPLICATION AND PROFILE

Your user account will be kept in confidence 2 years after your latest activity or until you delete it. Login to your account and click on options and settings to enter the section were you can delete your account.

Settings

Sign Out Options English UK (English UK)

- My Profile
- Job Alerts
- Settings**

### SUCCESSFACTORS

For our apply online function we are using a recruitment system from SAP called SuccessFactors. Read more about SuccessFactors at [www.successfactors.com](http://www.successfactors.com)

### FEEDBACK

Please contact the recruiter or your local Tetra Pak HR/Recruitment department for feedback, comments or questions. Your feedback is valuable for us.