

How to apply for open positions

At Fertin Pharma we regularly have open positions, and if you find a position that seems to be just the right match for your competencies, experience and profile, then we would love to receive an application from you. This is how you apply.

Applying for a position for the first time:

You will find a list of open positions on our career page: https://www.fertin.com/careers_fertin/

1. Open the position you wish to apply for and click 'apply'.
2. Create a new account for our recruitment system by filling out all required information under the section 'Register'.
Here you are also asked to attach a CV/resume. This will be connected to your account and will therefore not change if you apply for multiple positions in Fertin Pharma. You will need to upload a single file, so if you want to attach multiple documents (e.g. recommendations or exam papers), you will need to merge them into one document/pdf.
3. When you've registered for an account you will receive an email with a reference number. Save this email, as you need the reference number to log into your account if you wish to edit your application/CV or if you want to apply for another position.
4. Now you get to a page where you have the option to attach a cover letter. You are only able to upload a single file, so if you want to upload multiple documents, you need to merge them into a single document/pdf.
5. Click 'Submit Application' and you have now applied for the position. Good luck!

Applying for at position when you already have a registered account:

If you have previously applied for a position at Fertin Pharma, then you already have an account for our career page and you need to use this to send another application.

1. Go to Fertin Pharma's career page: https://www.fertin.com/careers_fertin/
2. Under 'Open positions' there is a white box showing 'Current Vacancies' and 'Register'. Click 'Register'.
3. Login by using the candidate reference number, that you received in an email when you first created an account.
4. Now you get to a page where you can see your current applications. Note that you are only able to apply for 3 different positions at the same time.
5. If you want to change your CV click 'My Details' in the box to the left, and then upload the new CV under 'Attach CV/Resume'. The CV is attached to your account and will therefore not change if you apply for multiple positions in Fertin Pharma. You will need to upload a single file, so if you want to attach multiple documents (e.g. recommendations or exam papers), you will need to merge them into one document/pdf.
6. In order to apply for another position, click 'Current Vacancies' in the box to the left, choose the position you wish to apply for, and apply by filling out the required information. You also have the option to upload a cover letter. You are only able to upload a single file, so if you wish to upload multiple documents, you need to merge them into a single document/pdf.
7. Click 'Submit Application' and you have now applied for the position. Good luck!