

## **General Information**

Using the Online Application Form is a quick and effective way of sending us either your application in respect of a vacant position or your unsolicited application. Just a few clicks and data entries and your electronic application (e-application) to Hannover Re is completed.

- Filling in the fields marked with an asterisk (\*) is required in order to move forward a page in the form. While filling in the remaining fields is optional, we would comment that these details round off the overall impression we get of you and your qualifications.
- To navigate through your e-application, please use the  and  buttons. Please bear in mind that it is only possible to save your entries when all forms are in complete status.
- Clicking on the  button lets you exit from the form at any given time. Your whole application inclusive of any attachments will be deleted.
- Clicking on the  button at the end of the form will forward your application to Hannover Re. After submitting your e-application, you will not be able to modify your entries any more. The system will only let you submit a completed form. At the same time you may send the whole completed form to your own e-mail address. This way, you will not have to print out single pages.
- In most cases, the format of the date is MM.YYYY. The only exceptions are your date of birth and the earliest date possible you could join the company (DD.MM.YYYY).
- In some cases you may select your entry from a dropdown menu . By clicking on the arrow, the dropdown window will open up, and you may select from the list.

### **Please Note:**

Our website has been designed to perform best on a 800-by-600 pixel screen based on a resolution of 1,024 x 768 pixels. Should you experience any problems with the sharpness and clarity of the images displayed, we recommend you adjust your screen resolution accordingly.

Some of the browsers available have different configurations and may even have been adjusted by their respective users. Our Online Application Form has been designed such that the functions available should work for all common browser settings. When using the Internet Explorer, Netscape or Firefox, this application should run smoothly. Should you still experience any problems, please help us by providing us with a detailed error description, state your operating system as well as the version number of your browser and email it to [personnel@hannover-re.com](mailto:personnel@hannover-re.com).

In order to safely transmit the confidential information contained in your e-application, we encrypt the information using the SSL protocol.

### Applying online (international)

Desired work location \*

Occupation

Position

Reference number

Availability (DD.MM.YYYY)

Expected annual income

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Here, we would like you to indicate which position you are applying for. Please choose first your desired work location.

For information on general requirement profiles and corresponding employment opportunities at the different location descriptions, please refer to our website.

If you are applying with regard to a vacant position, we need you to indicate the respective position and reference number as stated in the job posting.

If you are sending an unsolicited application, please state the occupation and position desired, i.e. whether you are applying for the position of underwriter, actuary, temporary staff or the like.

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### Applying online (international)

#### Basic Personal Data

Salutation \*

Academic Title

First Name \*

Family Name \*

Nationality

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In this section we ask you for your personal information. Please fill in the required fields marked with an asterisk (\*). All other information is optional.

### Applying online (international)

#### Address

c/o	<input type="text"/>
Street/No	<input type="text"/>
Zipcode	<input type="text"/>
City	<input type="text"/>
Area	<input type="text"/>
Country *	<input type="text" value="-"/>
Telephone number	<input type="text"/>
Moblie phone number	<input type="text"/>
Email *	<input type="text"/>

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Please state your contact information, so we may contact you if we have any further questions. If you have different mailing addresses, for example during the time of an extended stay abroad, please state these in your cover letter.

### Applying online (international)

University *	<input type="text" value="-"/>
University Name	<input type="text"/>
University Place	<input type="text"/>
From (MM.YYYY)	<input type="text"/> . <input type="text"/>
(Presumably) till (MM.YYYY)	<input type="text"/> . <input type="text"/>
Field of study	<input type="text"/>
Major Field of study	<input type="text"/>

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On this page, you can provide us with details of higher education attended. Please state the full name of the last university or vocational-technical institution you attended or still are attending, such as "University of California, Davis". Also include the course of studies, e.g. commercial law and what field you are majoring in (e.g. accounting). If you have not completed your studies at this point, please state the begin date in the MM.YYYY format, such as 10.2008, as well as your planned graduation date.

## Applying online (international)

### Languages

German *	-
English *	-
Language	
Skill	-
Language	
Skill	-

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The majority of job openings require German and English language skills. Please indicate your knowledge level of the respective languages from the drop-down menu.

You may also include two more language skills and indicate whether this is even your mother tongue.

## Applying online (international)

### File Attachment

Please attach your application document here. \*

Do you want to receive a copy of this application form to the email address you provided?

Yes, I agree to the storage of the data provided for processing my application at Hannover Re. \*

Where do you know our enterprise from?

stepstone.com

mathjobs.org

job-consult.com

jobmagazin.de

jobstairs.de

Other Internet Source

Printmedia

Event

Personal contact

Other

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You may include anything else that you consider relevant to your application. If at hand, please attach the following:

- Cover letter
- up-to-date Resumé
- School-leaving Certificate (final certificate of highest secondary education institution attended)
- Certificates of Intermediate Diploma, Diploma and German State Exam (*Staats-examen*) (if applicable)
- Job Reference Certificates and/or References and Letters of Recommendation as applicable
- Supporting documents of further training and language skills

Neither use spaces nor special characters in the file name. Bear in mind that the file size of the attachment may not be greater than 4 megabytes. For this it is necessary to select a low resolution when scanning your documents.

Please let us know how you learned of our company. Your feedback helps us make our marketing even more effective.