

# **Apprentices**

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### Online application without a letter of motivation

You will receive a confirmation of receipt by e-mail as soon as we have received your application.

# **First selection**

After ten working days at the latest, you will either receive a rejection by e-mail or an invi-tation to a delayed video interview.

# Time-delayed video interview

You will have the opportunity to get to know us better and answer a few questions about yourself and your career choice (with video and audio - at your preferred time).

#### Participation in the application day

If you were able to convince us, we will invite you together with other apprenticeship applicants. You will get to know the people responsible for vocational training on site and complete a number of tasks.

### Personal interview (live)

If there is still a mutual fit, we get to know each other even better in a personal interview (1:1). The aim is to discuss the requirements and expectations of both parties in detail and clarify any unanswered questions.

# **Optional: Obtaining references**

If you have any questions about your level of knowledge and/or your potential, we will be happy to clarify these with your teacher.

#### We say yes!

If you have convinced us, we will make you a binding, concrete apprenticeship offer by telephone.

# You say yes!

Once you have accepted, we will draw up the apprenticeship contract and invite you and your parents to our site to sign it.

# Start of apprenticeship

In mid-June, you will receive an invitation to start your apprenticeship (1st day on the job) and the three-day basic course for apprentices in Bellinzona.

# Onboarding

In the first few weeks, you will be made 'fit for the apprenticeship and Helsana' with train-ing sessions in the workplace, face-to-face courses, webinars and e-learning.