

## **Frequently asked questions & answers on career topics**

We would like to support you with your individual concerns. Some topics are brought to our attention repeatedly. Therefore, please check briefly whether your concern can be found in one of the FAQs (frequently asked questions) below.

### **Q: Can I apply to you via email?**

A: Unfortunately we cannot accept email applications for data protection reasons. We would therefore like to ask you to apply online via our career website. To do this, use the following link:

[https://csl.wd1.myworkdayjobs.com/de-DE/CSL\\_External](https://csl.wd1.myworkdayjobs.com/de-DE/CSL_External). We hope you understand that any applications we receive by email will be deleted.

### **Q: I applied online and I'm not sure if my application has been received by CSL.**

A: If you received a confirmation email after completing your online application, then we have also received your application. Please also check your spam folder. If you do not have a confirmation email, we will unfortunately have to ask you to repeat the process.

### **Q: I applied online but was unable to upload my documents.**

A: If we have received your online application (if your application was successful, you will have received a confirmation email), we will be happy to administer any missing attachments for you. Send your document to [career.germany@cslbehring.com](mailto:career.germany@cslbehring.com).

### **Q: I accidentally withdrew my application and now cannot resubmit it. What can I do?**

A: Unfortunately, it is not possible to apply multiple times for a position. We therefore encourage you to contact us. Please send us a message to [career.germany@cslbehring.com](mailto:career.germany@cslbehring.com) including the reference number of the position. We will then reactivate your application. If you want to amend documents, please send them as well to our Email adress.

### **Q: I am a service provider and would like to introduce myself to CSL.**

A: CSL only works with listed recruiting agencies. If you would still like to briefly introduce yourself, you can send an email to [career.germany@cslbehring.com](mailto:career.germany@cslbehring.com). Please indicate whether you work on a retainer or contingent basis and which functions you primarily support. If we are interested, we will contact you.

**Q: How can I request the deletion of my personal data?**

A: To completely delete your data, please log into your Workday Account (application portal). At the bottom of the homepage, you go to “Update account settings”. This takes you to the option “Delete my data”.

If you encounter technical problems, please send an email requesting assistance with data deletion to [privacy@cslbehring.com](mailto:privacy@cslbehring.com) and provide your full name as well as the email address from your original registration. For all other concerns, you can also reach us at the email address:

[career.germany@cslbehring.com](mailto:career.germany@cslbehring.com)

**Applications must be submitted exclusively via our careers website. All applications that reach us by e-mail cannot be considered.**