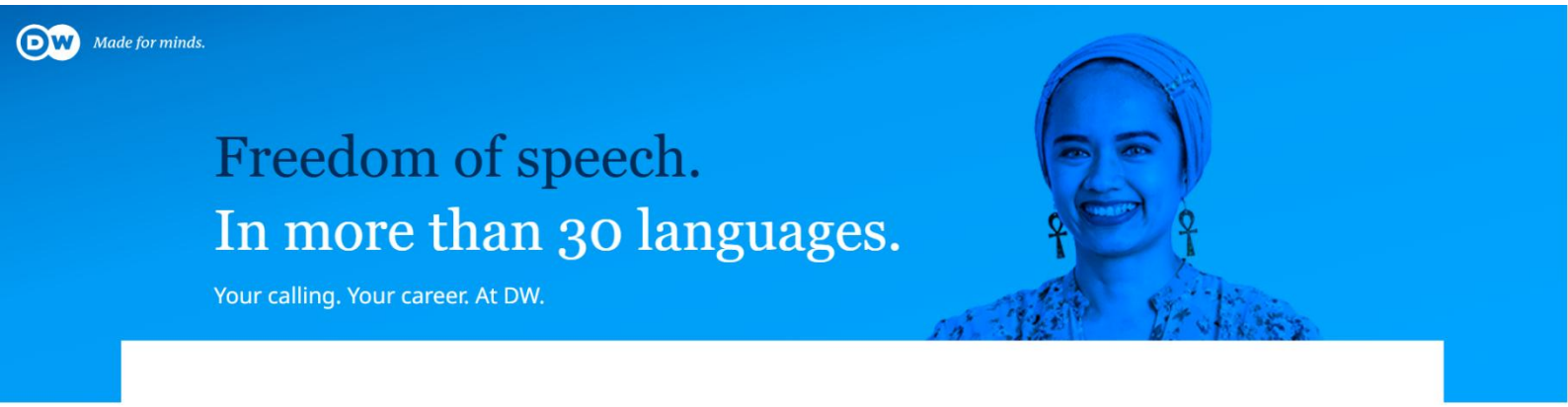
ATTENTION: This document is only a guide for your application-process.
Please fill out your application via the application-portal only.



DW-Volontariat / DW Traineeship 2028 - Application

Please fill in your personal data. We look forward to receiving your application.If neither German nor English is a suitable language choice, please use a translation tool such as e.g. GoogleTranslate or similar.
Login

Click on Login if you have already set up your profile.

PERSONAL DATA

Title*:

○ Ms ◉ Mr. ○ Other

Title before name:

First name*:
Max

Last name*:
Muster

Date of birth:
01.06.2026

→ Please fill in here your **Personal Data**

Email address/login*:

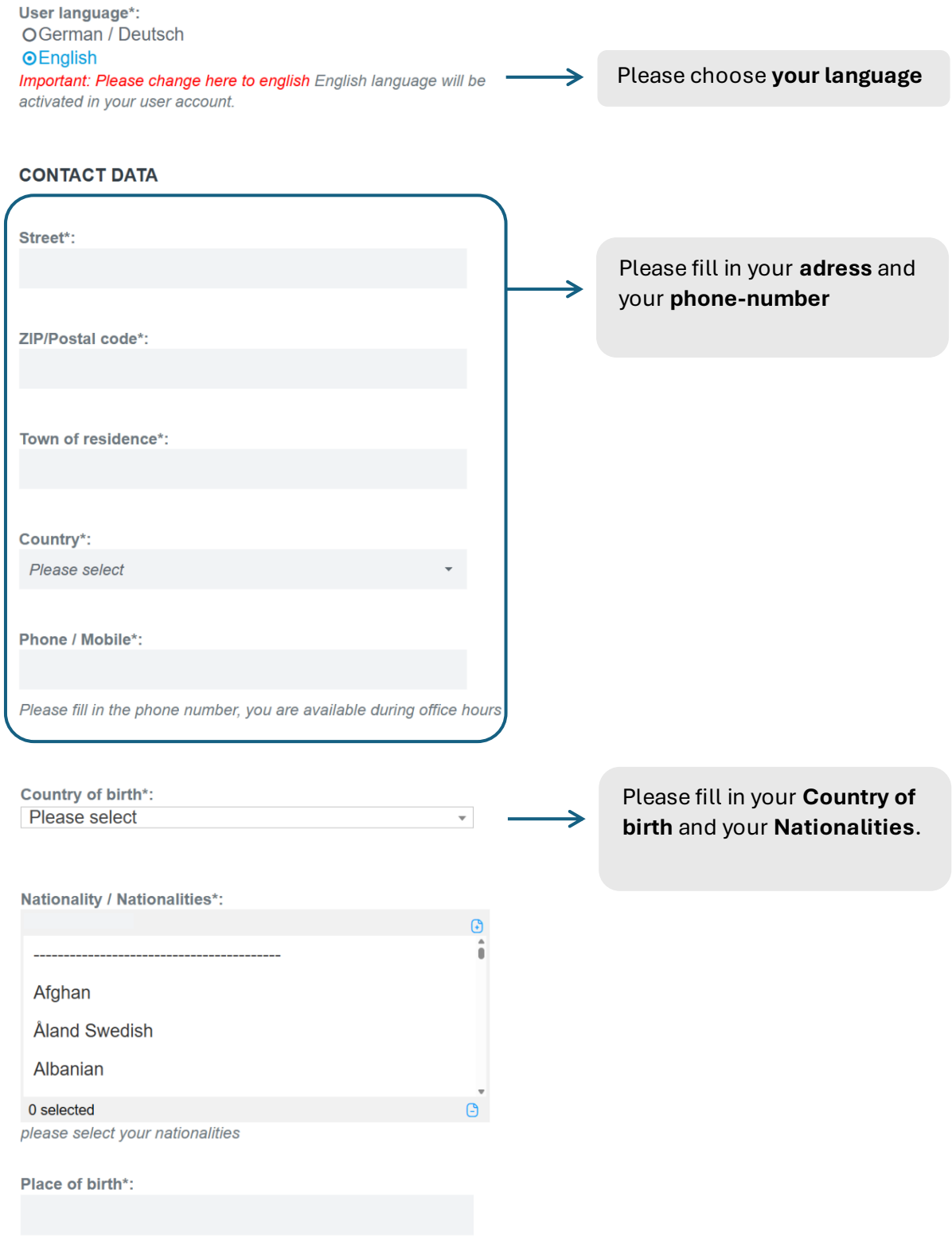
The email address entered here will be used as the email for correspondence and as the login.

Password*:

The password must be at least 8 characters long
Password must contain special characters, numbers, upper and lower case letters

→ Please fill in your **E-mail-adress** and your **Password**, **those <u>cannot</u> be changed at a later point in time!**

ATTENTION: This document is only a guide for your application-process.
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MORE INFORMATION

Please specify here which studies or apprenticeship you finished.

Level of education*:

- ☐ No degree completed
- ☐ Completed apprenticeship
- ☐ Vocational school diploma
- ☐ High school diploma or university qualifying exam
- ☐ Bachelor
- ☐ Master
- ☐ MBA
- ☐ Doctorate / PhD

→ Please upload **your CV in the Europass-Format**, your **Cover**

Comments on your education:

please provide all relevant information about your education: name of college/university, duration, year of degree, final grade

APPLICATION DOCUMENTS

The curriculum vitae must in any case also be produced in the form of the europass (see template). Please enter your interests or hobbies under "Other skills" only →
https://europass.cedefop.europa.eu/editors/en/cv/compose

Resumee / CV*:

Datei auswählen Keine ausgewählt

Maximum 50 MB

Cover letter:

Datei auswählen Keine ausgewählt

Photo:

Datei auswählen Keine ausgewählt

→ Please upload **your CV in the Europass-Format**, your **Cover letter** and a **Photo here.**

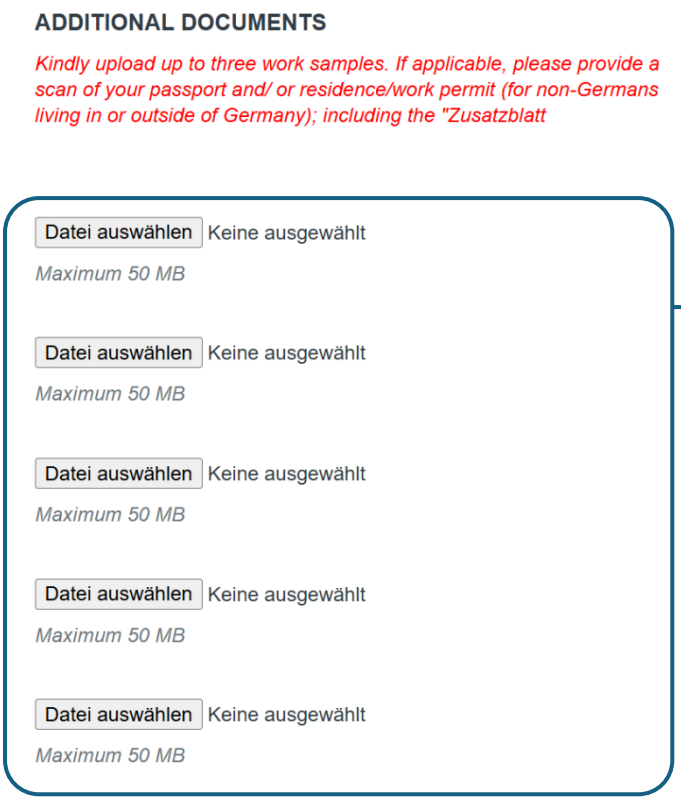
Other documents:

Datei auswählen Keine ausgewählt

Maximum 50 MB

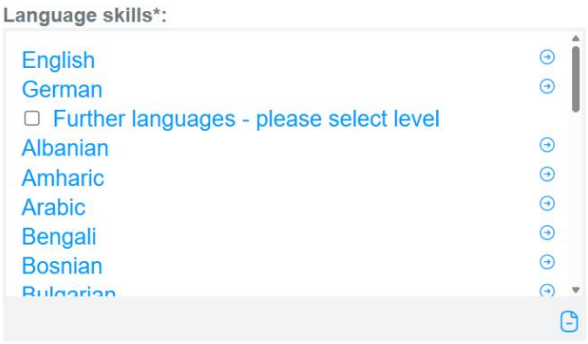
→ Please upload your **CV in a freely choosen format** here.

ATTENTION: This document is only a guide for your application-process.
Please fill out your application via the application-portal only.



Please upload the following **Documents** here:

- **The Questionnaire**
- **3 Work samples** in a **DW-Program language**
- **University certificate**
- **Work certificates**
  If available:
- **Language certificates**
- **Training certificates**
- **Letters of recommendation**
- **Copy of your passport/**
- **Residence/work permit**



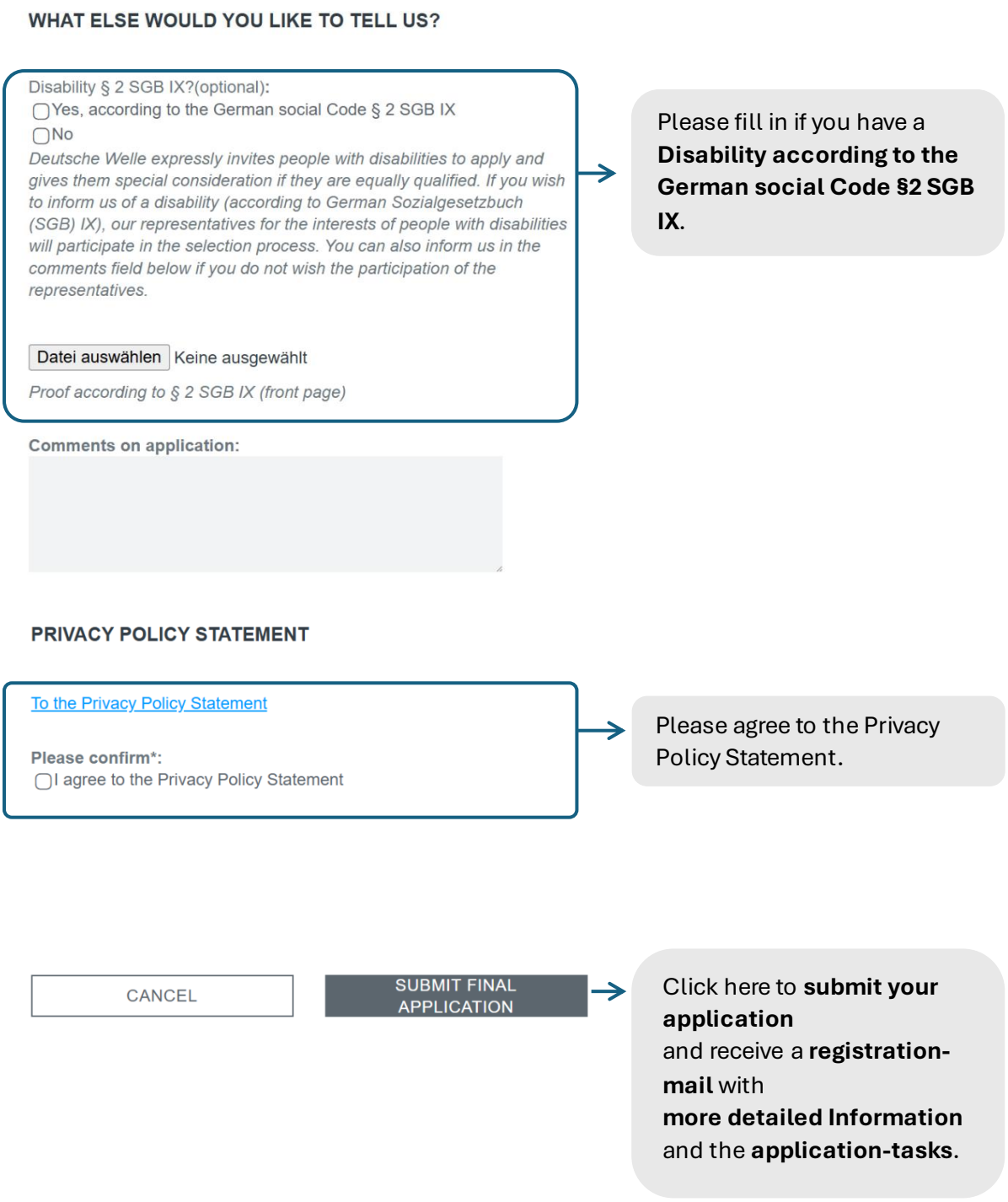
Please select **your language skills**.



Please fill in how you did hear about us.

And if you are currently working for DW or have worked for DW in the past.

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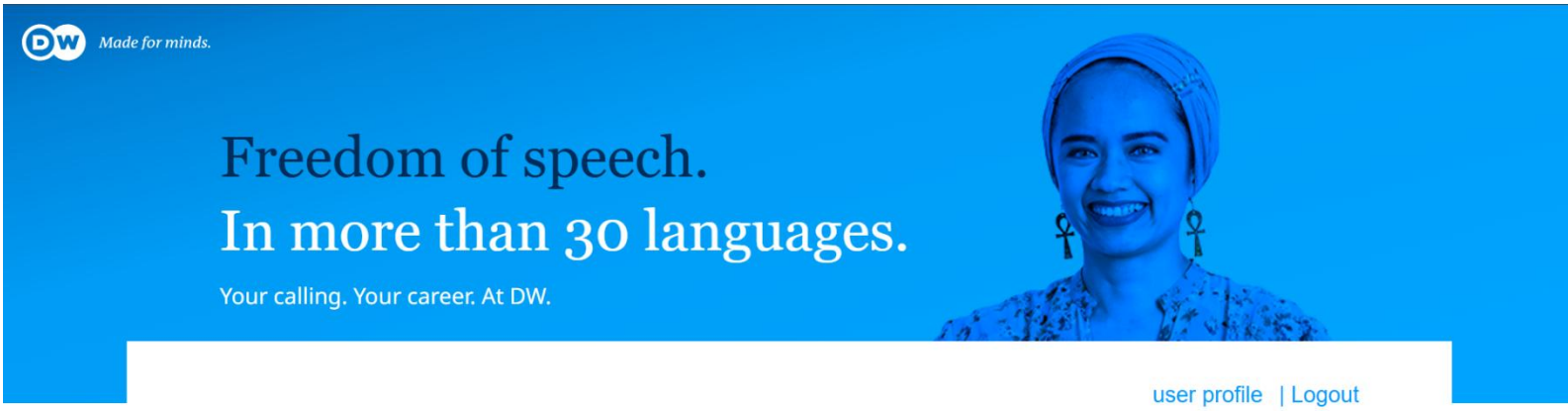


Please fill in if you have a **Disability according to the German social Code §2 SGB IX**.

Please agree to the Privacy Policy Statement.

Click here to **submit your application**
and receive a **registration-mail** with
more detailed Information
and the **application-tasks**.

ATTENTION: This document is only a guide for your application-process.
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user profile | Logout

DW-Volontariat / DW Traineeship 2028 - Confirmation

Max Muster

Congratulations! You have completed the process and are now registered in our database. To get started you can begin personalizing your profile by clicking on the “edit link” provided. You have the opportunity to add as much or as little personal information as wish. This information will not influence our decision in the hiring process in any way.

As you desire, fill in the following missing information (personal data, photos, etc.)

Thank you for your application. We will respond to you shortly with further information about this position.

EDIT PROFILE

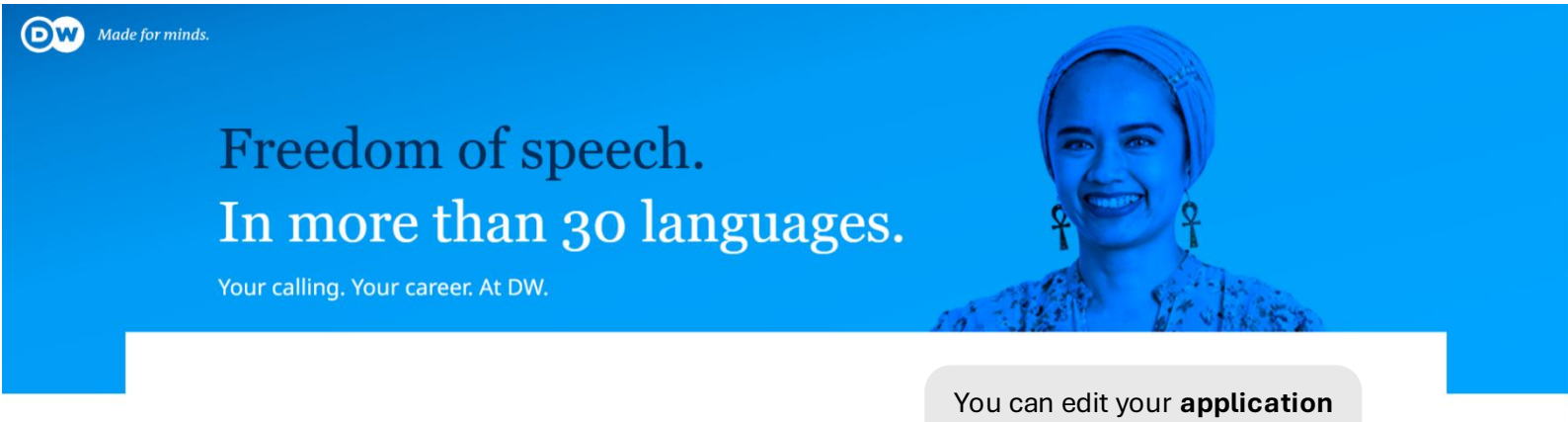
<u>After</u> the end of the application period edits or additions to the application is not possible. You cannot upload any further documents or application tasks to you application profile.

IMPORTANT: Even after you have submitted your application, you can still edit it, add information, and upload your application materials as long as you are within the application deadline.

PLEASE CONSIDER: THIS CONFIRMATION IS ONLY SHOWN ONCE AFTER YOUR REGISTRATION!

PLEASE REMEMBER TO SAVE ALL CHANGES! Clicking “Save” will submit your application. No further action is required.

ATTENTION: This document is only a guide for your application-process.
Please fill out your application via the application-portal only.



You can edit your **application profile** on the Site "**My Profile**".

My Profile

MY PROFILE

PERSONAL DATA

Mr. Max Muster

Date of birth:
01.06.2026

Click on the Icon next to "**Personal Data**" to edit your data.

PERSONAL DATA

Photo:
Datei auswählen Keine ausgewählt

Title:
Ms Mr. Other

Title before name:

First name:
Max

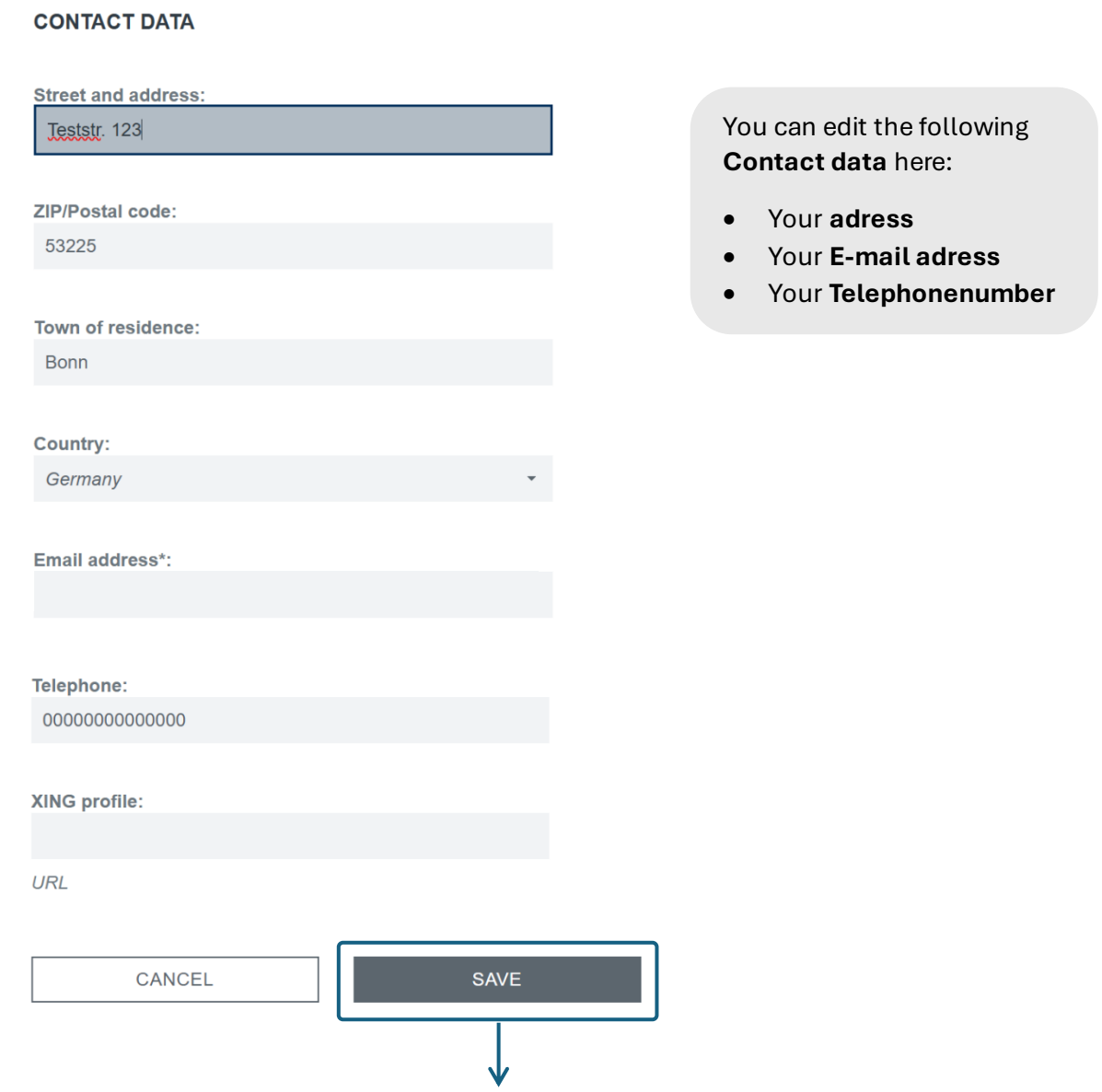
Last name:
Muster

You can edit your **Photo**, your **title** and your **name** here.

Date of birth:
01.06.2026

You can edit your **Date of birth** here.

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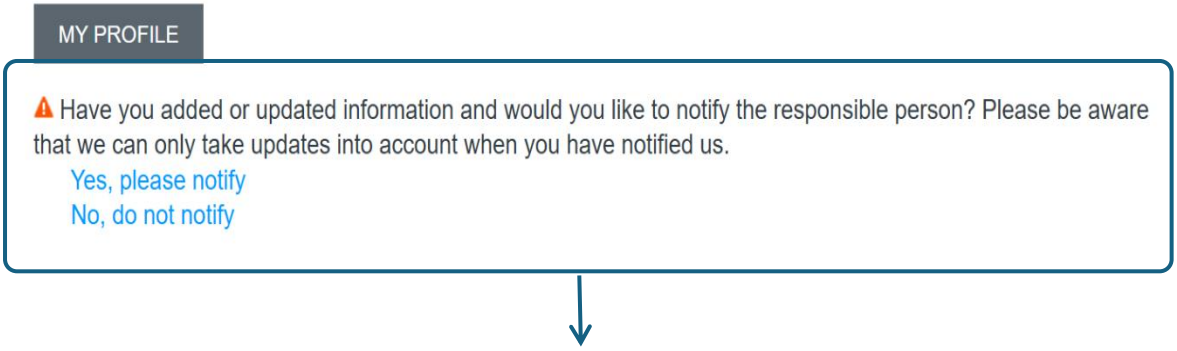


You can edit the following **Contact data** here:

- Your **adress**
- Your **E-mail adress**
- Your **Telephonenumber**

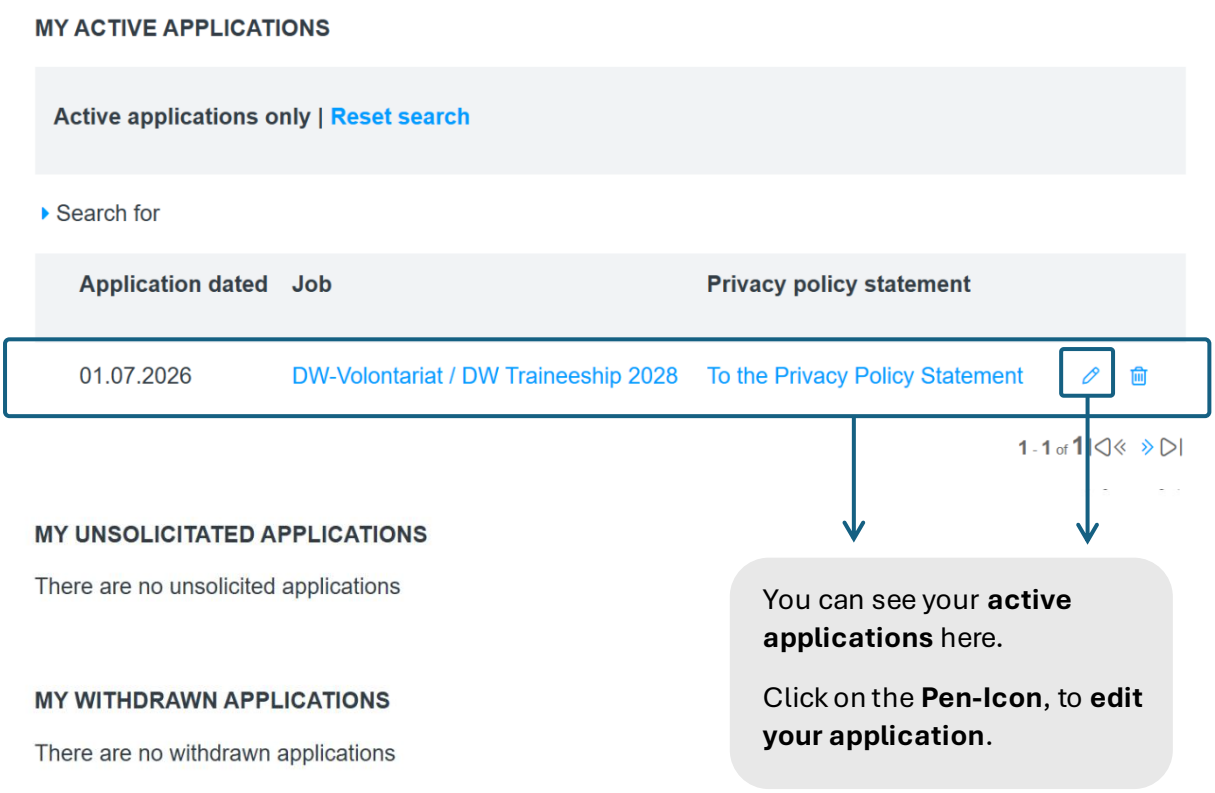
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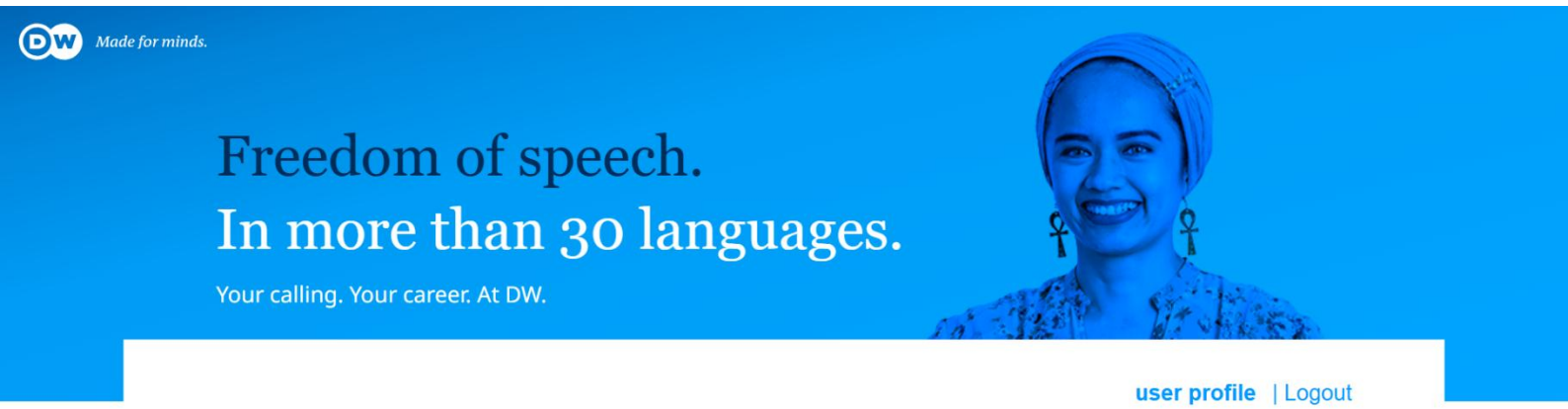


After you have edited your profile, you will see a message, that you can **notify the responsible person about the changes.**

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Please fill out your application via the application-portal only.



ATTENTION: This document is only a guide for your application-process.
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user profile | Logout

My application

On the site "**My application**" you can **edit your application** and **application documents.**

Job:
DW-Volontariat / DW Traineeship 2028

Date of application:
01.07.2026

DOCUMENTS

COVER LETTER

Cover letter:
Cover Letter Max Muster.pdf
Maximum 50 MB

Please note that only applications with a cover letter can be considered.
Please upload your documents as PDF files.

→ Please upload your **Cover letter** here.

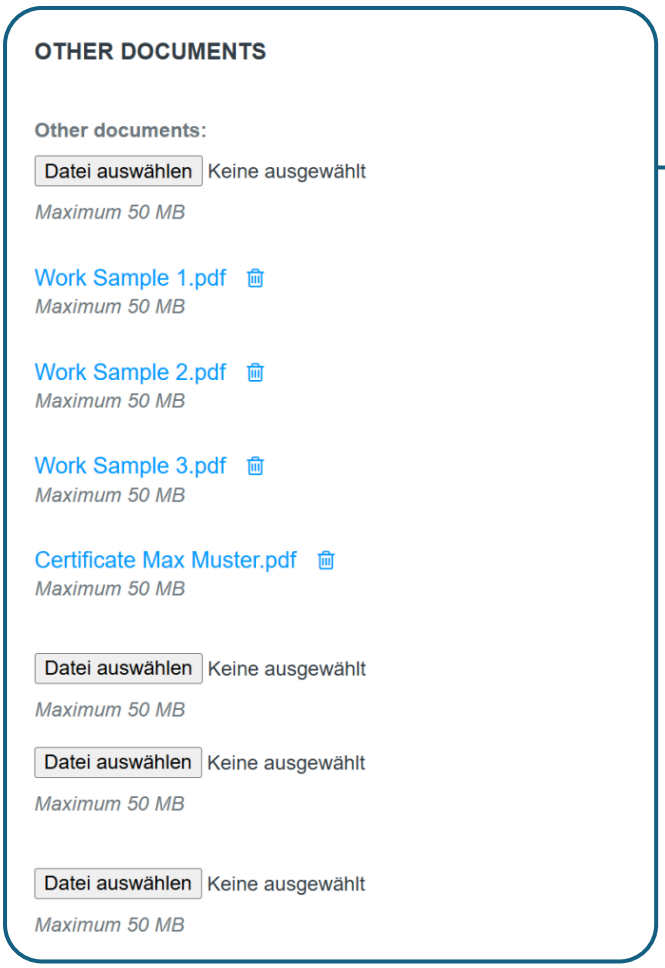
UPLOAD YOUR PDF APPLICATION PORTFOLIO, INCL. CV/RESUMÉ AND COVER LETTER AS A PDF

Upload your pdf application portfolio, incl. CV/Resumé and Cover letter as a PDF*:
CV Max Muster.pdf
Maximum 50 MB

Upload your pdf application portfolio, incl. CV/Resumé and Cover letter as a PDF:
CV Max Muster.pdf
Maximum 50 MB

→ Please upload your **CV in the Europass-Format** and your **CV in a freely chosen Format** here.

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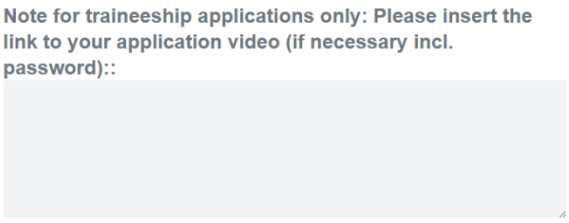


Please upload the following **Documents** here:

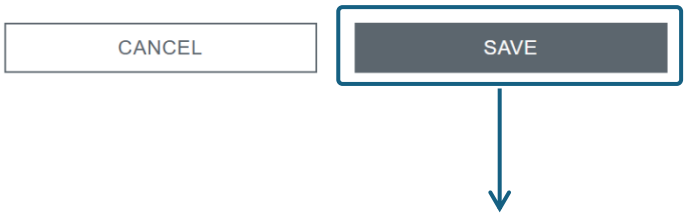
- **The Questionnaire**
- **3 Work samples** in a **DW-Program language**
- **University certificate**
- **Work certificates**

If available:

- **Language certificates**
- **Training certificates**
- **Letters of recommendation**
- **Copy of your passport/**
- **Residence/work permit**



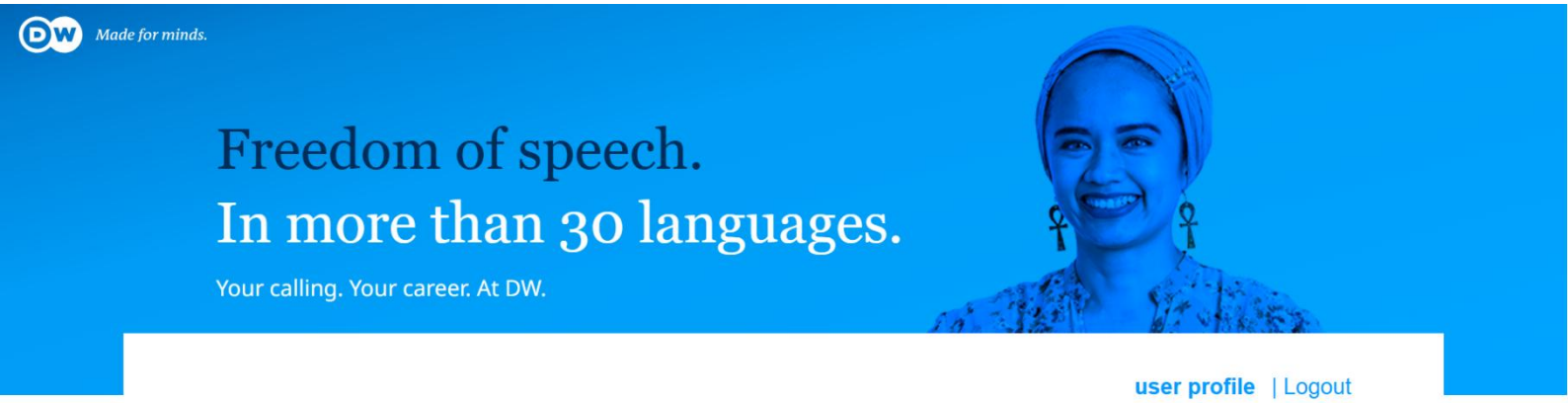
Please provide a **link to your application video here**.
If there is a password required, please include it also.



PLEASE REMEMBER TO SAVE ALL CHANGES!

Clicking "Save" will submit your application. No further action is required.

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Please fill out your application via the application-portal only.



user profile | Logout

My Profile

MY PROFILE

⚠ Have you added or updated information and would you like to notify the responsible person? Please be aware that we can only take updates into account when you have notified us.

Yes, please notify
No, do not notify

After you have edited your profile, you will see a message, that you can **notify the responsible person** about the changes.