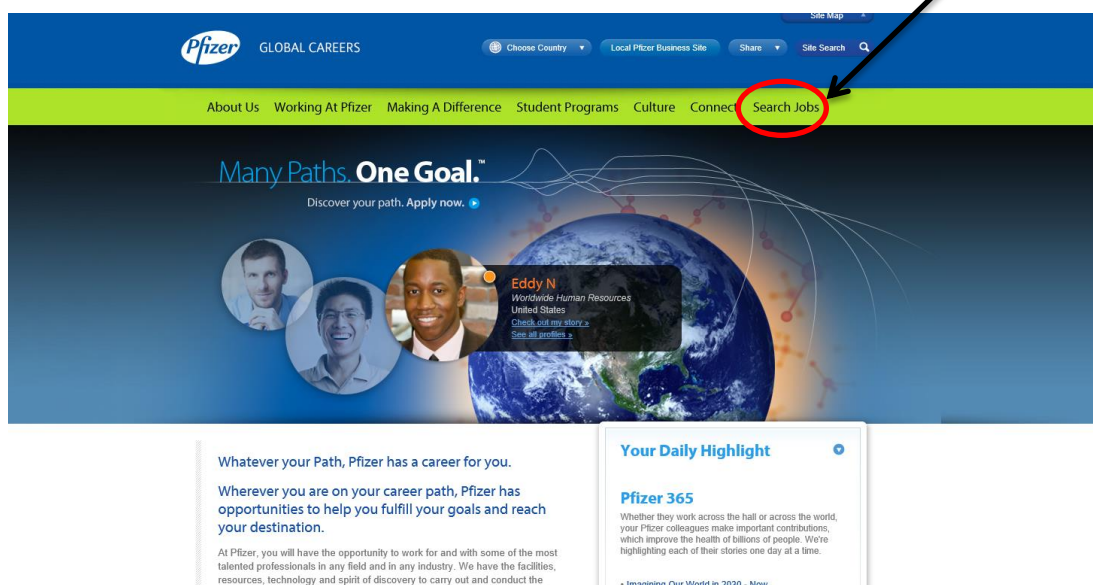
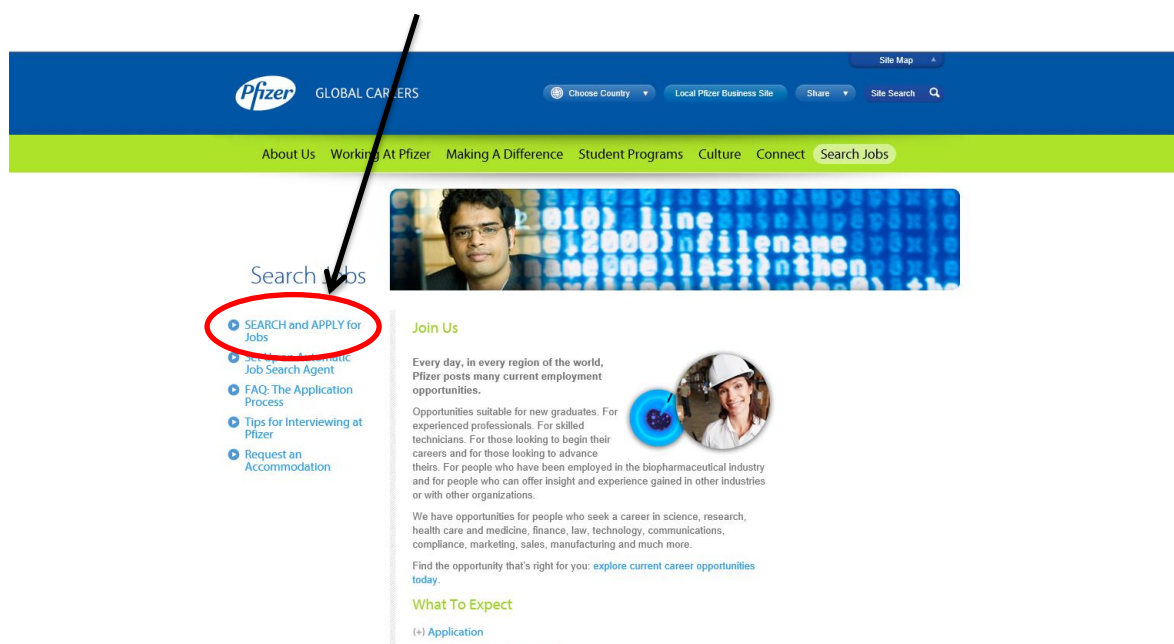


# How to COMPLETE and SUBMIT your APPLICATION

Firstly go online to [www.pfizercareers.com](http://www.pfizercareers.com) and click on Search Jobs

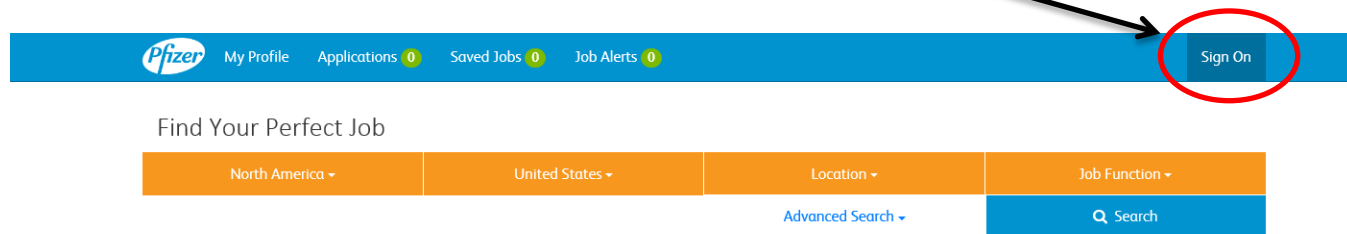


Then click on the **SEARCH and APPLY for Jobs** button



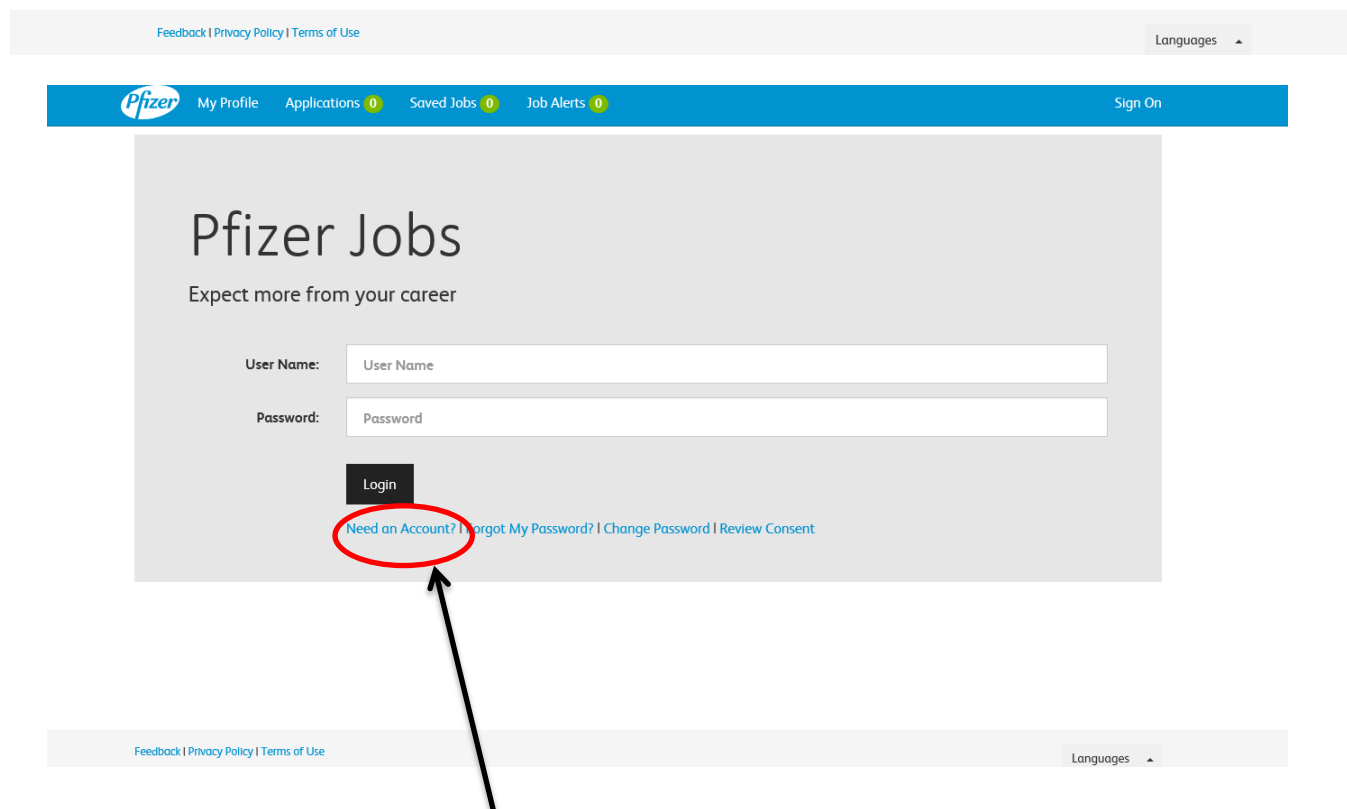
## Pfizer Graduate Programme 2017/2018

- This screen will appear and you will need to create a profile by clicking the sign on button



The screenshot shows the Pfizer Jobs homepage. At the top, there is a blue navigation bar with the Pfizer logo and links for My Profile, Applications (0), Saved Jobs (0), Job Alerts (0), and a circled Sign On button. Below the navigation bar, there is a section titled 'Find Your Perfect Job' with four orange dropdown menus: North America, United States, Location, and Job Function. Below these menus are links for Advanced Search and a Search button.

To find your perfect job, use the drop down menus above and then press the Search button.



The screenshot shows the Pfizer Jobs login page. At the top, there is a blue navigation bar with the Pfizer logo and links for My Profile, Applications (0), Saved Jobs (0), Job Alerts (0), and a Sign On button. Below the navigation bar, there is a section titled 'Pfizer Jobs' with the subtitle 'Expect more from your career'. Below this, there are two input fields: User Name and Password. Below the input fields is a Login button. Below the Login button is a link for 'Need an Account?' which is circled in red. Below the 'Need an Account?' link are links for 'Forgot My Password?', 'Change Password', and 'Review Consent'.

- Click on the 'Need an Account?' button to create your User Name and Password

- Create your own User Name and Password and click register

Pfizer Jobs

Expect more from your career

User Name: TestITProgram

Password: .....

Repeat Password: .....

Your password must be at least 8 characters in length and contain one number and one upper case letter.

**Register**

[I already have an account](#) | [Review Consent](#)

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- Read the Terms and Conditions and if happy tick the box agreeing to the Terms and Conditions then click continue

your resume, your resume will be afforded due consideration and we look forward to receiving your resume online or through Pfizer in your country.

By checking "I have read and accept the user consent above" checkbox, you expressly agree as follows:

- you have reviewed this User Consent, the Human Resources Data Protection Policy and the Privacy Policy carefully and agree to these policy statements;
- you consent to the collection, use, storage and transfer of your Personal Data by Pfizer, Inc., its affiliates and subsidiaries, and that such data may be processed and used for recruiting purposes and to evaluate your online resume submission;
- you agree that this online submission process and the policy statements noted above do not constitute an offer or promise of employment and, unless otherwise noted, do not form part of any contract of employment; and
- you agree to maintain your personal login name and password secret and not permit others to access and use the Pfizer online resume submission service on your behalf.

You further agree that the use of your **login name and password** and by checking "I have read and accept the user consent above" checkbox below, you indicate your consent to utilize electronic signatures and electronic records in the submission of your Personal Data, and you agree to the terms of this User Consent and privacy statements.

**This User Consent was last revised on August 6, 2009.**

☒ I have read and accept the user consent above.

**Continue** **Cancel**

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- Fill in all your contact information

**Pfizer** My Profile Applications 0 Saved Jobs 0 Job Alerts 0 Sign On

### Contact Information

**Name**

Name Format: English ☐

\*First Name:

Middle Name:

\*Last Name:

**Address**

\*Country: United States ☐

\*Address 1:

Address 2:

Address 3:

- Title your Application Form and click on the Upload Resume button to upload your Application Form

**Pfizer** My Profile Applications 0 Saved Jobs 0 Job Alerts 0 Sign On

**+ Add**

**Email**

\*Email Type: Select... ☐

\*Email Address:

☒ \*Preferred

**+ Add**

**Resume**

Please enter a resume title before clicking on "Upload Resume"

Resume Title: Pfizer APPLICATION FORM

**Upload Resume**

**Save** **Cancel**

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- Click on Browse and select your Application Form and press the Upload button. **DO NOT UPLOAD YOUR CV OR COVER LETTER.** Any CV's or Cover Letters won't be taken into consideration. You **MUST** complete the Application Form



### Upload File

Select a file and upload it.

 Browse...

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- After uploading your Application Form press the Save button



My Profile

Applications **0**

Saved Jobs **0**

Job Alerts **0**

Sign On

+ Add

Email

\*Email Type

Select...

\*Email Address

☒ \*Preferred

+ Add

Resume

Please enter a resume title before clicking on "Upload Resume"

Resume Title

Pfizer APPLICATION FORM

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Many Paths. One Goal.™

## Pfizer Graduate Programme 2017/2018



My Profile

Applications 0

Saved Jobs 0

Job Alerts 0

Log Out

### Save Confirmation

Thank you for registering with Pfizer jobs and creating your profile. Please return to the job search page to apply for current opportunities.

OK

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- Click OK and this screen will then pop up and you will need to click on Advanced Search tab

Find Your Perfect Job

North America ▾

United States ▾

Location ▾

Job Function ▾

Advanced Search ▾

Search

Save

New

To find your perfect job, use the drop down menus above and then press the Search button.

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Languages ▾



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Many Paths. One Goal.™

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- Type in the Job Requisition ID (you will find the Job Requisition ID under the placements available section on the Industrial Trainee website) for the position you want to apply for in the 'Job ID' box and press Search

Find Your Perfect Job

Region Country Location Job Function

Basic Search Search

Job ID: 1013295

Keywords: Enter Keywords

☐ Include Virtual Jobs

A Virtual Job at Pfizer is a position that could be either remote (home-office) OR a position which could be located in any of our office locations across the globe.

Employment Details

☐ Full-Time  
☐ Part-Time  
☐ Regular  
☐ Temporary  
☐ Intern Position

Posted Within

☐ Anytime  
☐ Last Week  
☐ Last Month  
☐ Last 3 Months  
☐ Last Year

Job ID	Posting Title	Opened	Location
<input type="checkbox"/> 1013295	IT Test Role	11/08/2015	United Kingdom-Walton Oaks

- The role will appear at the bottom of the screen
- Click on the Posting Title
- Click on the Apply Now button

Back

### IT Test Role

Title: IT Test Role

Job ID: 1013295

Location: United Kingdom-Walton Oaks

Last Date to Apply For Job: 29/09/2015

Full-Time

Responsibilities: TEST TEST TEST TEST TEST TEST TEST

Additional Offer Details: No. Relocation Package Available

Management retains right to change the job specifications and provisions of this job as appropriate.

Email Friends

★ Apply Now

Save Jobs for Later

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Global Talent Acquisition

## Pfizer Graduate Programme 2017/2018

- Click the box to use the Application Form you have uploaded
- Choose an option under how you heard about the job
- Click Apply Now

### Apply Now

Confirm your Contact details [Edit](#)

**Name:** Test Test  
**Address:** Test  
**Phone:** 00000000000  
**Email:** ☒ test2682@test.com

\* Choose one resume [+ Add](#)

☒ Pfizer APPLICATION FORM

Choose a cover letter [+ Add](#)

Select any additional attachments [+ Add](#)

\* Choose one or more job from your job basket

☒ IT Test Role

Enter any additional information

\* How did you find out about the job?

Internet ☒

★ Apply Now

✕ Cancel

### Submit Confirmation

Your Application was submitted Successfully for the following Jobs.

- IT Test Role

OK

- You have now submitted your application
- If you would like to apply for a second position please complete the same process again and change the Job Requisition ID