



**Hollingsworth
& Vose**

Vocational Training and Dual Study Programs



About us

H&V is one of the world's leading companies in the area of technical media for filtration and separation. We manufacture filter media made from cellulose, micro-glass fibers and synthetic fibers for applications in the automotive industry, building ventilation, breathing protection, water treatment and clean rooms, among others. We also supply battery separators and motor gaskets to all of the leading manufacturers.

H&V products have a very strong reputation and are shipped from the Europe / Middle East / Africa region to about 70 countries. H&V has long-term relationships with its business partners and customers – loyalty, trust and reliability are important values for us.

The company operates manufacturing sites and research centers at 12 locations on three continents: North America, Europe and Asia. Our headquarters are located in East Walpole, near Boston (US).

Since 2001, the company has also included the Hatzfeld plant (near the university city of Marburg). Hatzfeld is considered the most complex plant in the H&V family, covering all of the technology needed to manufacture paper, glass-fiber and active carbon media.

The office in Bad Vilbel (northern Rhine-Main region) is the central location for the company management, the financial department and the sales and marketing structure for the entire EMEA region.

Hatzfeld and Bad Vilbel offer development opportunities for employees in an international global company. The working environment promotes team spirit, passion and dedication.

We expect our employees to demonstrate technical, social and personal competence.

Take off into a shared future with us!



Vocational Training

Are you almost finished with school and hoping to start a training program after successfully completing a degree from a Hauptschule, Realschule, Fachoberschule or Gymnasium?

Then join the Hollingsworth & Vose family in Germany! Our options for those who are still in school: a training program, a dual course of studies or a career orientation internship at H&V.

Our technical/industrial and commercial career branches provide interns and dual-course students with the tools they need to meet the challenges of everyday professional life. During your training program or course of study, you will benefit from the knowledge gathered by a globally active group of companies. We offer you the best opportunities for your professional future.

What you will need to contribute: good overall grades in school, enthusiasm for new things, and the desire to participate and learn from our employees, both nationally and internationally.

Ms. Sonja Weller will be happy to answer any general questions about training programs and dual courses of study in Germany (0049 (0)6467 – 801 4311).

our vocational training fields

- Chemical laboratory assistant
- Electronics technician for industrial engineering
- Industrial administrator
- Industrial mechanic
- IT administrator
- Paper technology expert

as well as
occupational further education and courses of study



Application Process

our application process is as follows

- Applications are received
- Applications are reviewed
- Aptitude test, additional step for paper technology experts: one-day practical visit
- Interview
- Decision-making process / responses
- Contract is signed

which information should be in your application documents?

- Letter, max. 1 page, explaining your reasons for undertaking a training program or course of study with Hollingsworth & Vose
- Complete CV in tabular format
- Copies of most recent report cards
- Any internship certificates

The deadline for applications is August 30 of each year, for training programs beginning in the following summer.

In order to make the application process as fast as possible for you and for us as a company, please submit your application in email format (career@hovo.de). Please send us your documents as a PDF, JPG or DOC attachments.

Please send paper applications to the following mailing address:

Hollingsworth & Vose GmbH
HR Department
Berleburger Straße 71
(D) 35116 Hatzfeld/Eder



Further Education

Today's professional world is defined by structural changes. In the coming years, it will see even more dynamic change – and not just because of the demographic development. Companies as well as employees will need to face the changing demands and market requirements in a competent, dedicated way. The further development of our employees' efficiency and employability is the main focus of HR development at H&V.

By providing ongoing training for young people, we are actively working to avoid the aging of our organization. In addition, we consistently invest in internal and external training for our staff.

Our institutionalized performance management processes and feedback systems are the basis for target-oriented employee development, and help build a high-performance work system.



Chemical Laboratory Assistant

For an industrial company in the paper sector, chemical lab assistants are essential because they are active in many different areas. They perform quality tests on incoming chemicals before they can be unloaded; they review the chemical and physical properties of their own products; and they perform analyses and measurements on the materials used and discarded in the manufacturing process, which they then record and evaluate.

„Natural science
– first-hand!!

In addition to the quality control department, they support technical personnel in the area of research and development, for instance when researching alternative materials and developing new products. They also support to the area of “Health, Safety & Environment,” which deals with environmental protection and safety.

contents of the vocational training

- principles of chemistry
- organic chemistry
- inorganic chemistry
- environmental studies
- technical English
- principles of physics
- biology
- technical mathematics
- lab technology
- toxicology

facts / figures

- Duration: 3½ years
- Collaborative training with Philipps University, Marburg
- Our available training spots vary according to need

further education opportunities

- Basis for further chemistry studies
- Industrial master college for professionals with specializations in “Technical Chemistry” and “Technical Chemistry and Environmental Technology”

[back to: vocational training](#)



Electronics Technician for Industrial Engineering

Whether they are working with systems for manufacturing, communication, detection, drive engineering, lighting or energy supply, electronics technicians for industrial engineering make sure that electrical wiring and connections are properly installed and networked, and that they are appropriately maintained.

They prepare new systems and equipment with proposals, and support the assembly process. In the event of disruptions, they initiate troubleshooting and fault analysis processes.

„...because things
just don't work
without energy!“

But that is by no means not all: measurement, control and regulation technology are equally part of their responsibilities, along with repairing systems.

And in a modern industrial company, almost every plant relies on a complex electronic control system!

content of the vocational training

- Planning electrical installations
- Integrating drive systems
- Setting up plants and putting them into operation, and much more

facts / figures

- Duration: 3½ years
- Partners: Hans-Viessmann-Schule and BFHI Frankenberg
- Available training spots vary according to need

further education opportunities

- Technician (var. specializations)
- Master technician
- Foreman
- Electrical Engineer

[back to: vocational training](#)



Industrial Administrator

From materials purchasing, work and resource planning, shipping and logistics preparation; customer service, sales and marketing, accounting, bookkeeping and calculation; to HR work, employee administration and quality management – industrial administrators can be found in every business-related and commercial area of responsibility. They organize everyday operations, buy materials under the best conditions, make sure that all of the bills are paid and that the employees' salaries are transferred to their accounts on time ... and much more!

The benefit of this vocational training area: the wide range of tasks and opportunities means that everyone can find a place in the organization that corresponds to his or her personal inclinations and strengths – for instance, the “number person” in the area of Finance and Controlling, the “communicative one” in the Sales division, and the “strategist” in the area of Production Planning.

contents of the vocational training

- Bookkeeping and Finance,
- Marketing and Sales management,
- HR administration and legal principles
- Business English and much more

facts / figures

- Duration: 3 years
- Partner: Hans-Viessmann-Schule in Frankenberg
- Available training spots: 2 – 4 spots each year
- A stay at the sister plant in Winchcombe/ UK as part of the “Leonardo da Vinci” program
- Participants earn the Cambridge Certificate
- Choose your own 6-month specialization for the “technical task”

„Learn and work in an international environment!“

further education

- Company accountant
- Marketing Specialist (var. specializations)
- Business Administrator
- Certified Industrial Specialist (var. specializations)
- Good foundation for an economics degree

[back to: vocational training](#)



Industrial Mechanic

Turning, machining, milling. Repairs and maintenance.: those are the main tasks of industrial mechanics, and metal is their main material. In some cases they use it to produce components themselves, for installation and to optimize machines. They are familiar with the wide range of manufacturing systems and other technical devices, and with how they work.

„Precision and
diversity!“

They provide help with equipment and retrofitting. For new machines and systems, industrial mechanics are there right from the start, supporting the setup and startup processes.

further education

- Foreman
- Technical Manager
- Technician

contents of the vocational training

- Manufacturing construction elements with manually operated tools and machines
- Manufacturing individual components with conventionally and numerically controlled machine tools
- Planning, manufacturing, starting up, repairing, maintaining and optimizing technical systems
- Installing and starting up control technology systems
- Applying standards, requirements and regulations to secure product and process quality
- Observing ergonomic, economic and ecological aspects

facts / figures

- Duration: 3 ½ years
- Partner: Hans-Viessmann-Schule
- Also includes intensive courses at BFHI (apprenticeship workshop)
- Available training spots vary according to need

[back to: vocational training](#)



IT Administrator

In addition to the information technology aspect, the profession of IT administrator also has a commercial background. Their task is to “supply” the many different “IT users” with the correct IT materials. They find out which system features are needed, and they look for appropriate IT solutions.

„connecting people
through
technology!“

Acting as “agents” between the users – the plant employees – and the providers of software programs, they gather information about system features, determine the need and execute the supply process.

They help users resolve application questions, and they provide advice and training. They also administer the software and handle program updates, etc.

IT administrators are familiar with the operational conditions. Their training and their work in commercial departments (e.g. Purchasing) give them technical knowledge about commercial administration in addition to their knowledge about information technology.

contents of the vocational training

- Operational environment
- Business processes
- Accounting and controlling
- Marketing
- Simple IT systems
- Networked IT systems
- Work organization and work techniques
- Project work
- Procuring and providing systems

facts / figures

- Duration: 3 years
- Partner: Hans Viessmann Schule, Frankenberg
- Available training spots vary according to need

[back to: vocational training](#)



Paper Technology Expert

Paper technology is a complex training field that spans mechanics, electronics, measurement and regulation technology as well as process technology. The work environment of paper technology experts is universal: paper technology experts support the production process – from providing raw materials, performing material controls and the complete manufacturing process and refining to quality control of the finished product.

„a high-tech
career with a
future!“

They do this with the help of the latest technology in our computer-controlled manufacturing plants, by participating in maintenance measures for the plants themselves and through material tests with lab devices. All-around experts are needed here!

contents of the vocational training

- Mechanics
- Electricity
- Measurement and regulation technology
- Process mechanics
- Mathematics
- Physics
- Chemistry
- German
- Business administration

facts / figures

- Duration: 3 years
- Dual on-site training program at the Hatzfeld site and at Papierzentrum Gernsbach
- Block-model school type, 16 weeks a year
- Accommodations in the “Papiermacher-Haus” at the Papierzentrum

Together with the vocational training, the vocational school at Papierzentrum Gernsbach also offers a technical-college diploma

further education

- Foreman for paper production
- Bachelor’s and Master’s programs

[back to: vocational training](#)



Study Opportunities at H&V

With growing numbers of participants, we regularly offer spots in a dual course of study (full-time and part-time programs). These are given both to dedicated internal company employees as well as to external applicants. The collaboration takes place both with Papierzentrum Gernsbach as well as with various schools and universities in the region and throughout Germany.

Since the ability to offer these spots depends on the company's own needs for technical personnel, it varies from year to year. We are happy to accept unsolicited applications and will review whether we can offer and support a corresponding spot. We currently support the following courses of study in cooperation with the partners listed below:

Studenten	Studiengang	Partner
1	Master of Systems Engineering	THM, Wetzlar
1	Mid-Size Company Management, Bachelor	THM, Bad Wildungen
1	State-Certified Technician, Electrical Engineering	Techniker Schule Weilburg
1	State-Certified Technician, Electrical Engineering	Techniker Schule Chemnitz
1	State-Certified Technician, Textile Technology	Textil Schule Münchberg
2	Bachelor of Engineering	Papierzentrum Gernsbach

