

Dear Sir or Madam,

The Federal Employment Agency (BA) warmly welcomes you to Germany. As a public service provider in the labour market; our main task is to find vacancies for job seekers or those looking to do a training course.

We will gladly help you to get started in work or training. We will also help you if you want to continue your school education, vocational training or higher education studies in Germany.

We will need some personal details as well as information about your qualifications and work experience. For this, please fill out the questionnaire on the next page and bring it with you to your appointment. Based on the information you provide an initial assessment will be carried out in relation to how and where you can find a suitable job vacancy or place on a training course.

Please note the following information – participation or non-participation in this is not related to your asylum application process and will in no way have a positive or negative impact on the outcome of that process.

We're looking forward to learning more about you.

Yours sincerely,

Federal Employment Agency

### Information on Data Protection

The BA undertakes to comply with data protection regulations. Your data will only be collected, processed and used in the context of the statutory remit (Second Volume of the Social Code, Third Volume of the Social Code) for the purposes of determining your skills and abilities, guidance, placements as well as active employment promotion.

In order to assist you as quickly as possible, the Federal Employment Agency may in accordance with Section 8(3) of the Asylum Act and Section 18b f the Central Register of Foreign Nationals Act seek information on the status of your asylum application from the Federal Office for Migration and Refugees.

Personal Data			
Title:	<input type="radio"/> Mr	<input type="radio"/> Ms	Nationality:
Family name:		First name(s):	
Date of Birth: ____.	____.	Place of birth:	Country of birth:
Marital status:		Age of children:	
Asylum procedure data			
Central Register of Foreign Nationals (AZR) No.:	Date of entry (from Proof of Arrival (AKN)/ Certificate of Registration as Asylum Seeker (BüMA): ____.	Date of application for asylum: ____.	
Residency status:	<input type="radio"/> Temporary Permission to Stay	<input type="radio"/> Residence Permit	
<input type="radio"/> Certificate of Registration as Asylum Seeker		<input type="radio"/> Leave to Remain	
Date of expiry of residency status:			
Work permit:	<input type="radio"/> approved	<input type="radio"/> not approved	
<input type="radio"/> approved only with the permission of the Foreign Nationals Registration Office ( <i>Ausländerbehörde</i> )			

**Contact Information**

Street / House number:

Postal code:

City:

Phone\*:

Email\*:

\* Providing this information is voluntary. By providing your phone number and email address you are consenting to the internal use of this data and its use as part of labour market and occupational research. You may at any time revoke your consent to the use of your data with effect for the future without giving any reasons.

**Education and working experience**

Type of career wanted in Germany:

Want to:  do vocational training,  work,  be in self-employment**Please prepare a CV/résumé that shows your education and work experience:**

<b>What?</b> School education (highest qualification), higher education (course)/ vocational training / work experience.)	<b>Where?</b> Organization / employer + place, country	<b>Duration</b> (start-end)	<b>Certificate/evidence</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Language skills**Beginner  
(basic skills)Advanced  
(extensive knowledge)Proficient  
(business fluent)

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English

German

Have you attended an integration course?

 Yes, finished Yes, not finished (yet) No

Have you attended other German language courses?

 Yes No**Driving license** Yes No

Country of issue:

Vehicles: