

## Registration form for jobseeker registration of refugees



Dear Madam, dear Sir,

the Leipzig Employment Agency (Agentur für Arbeit Leipzig) welcomes you to Germany and is there to help you in your difficult situation.

We would be happy to support you with any questions you may have about starting work or training in Germany. We will also help you if you want to continue your school or professional training or your studies in Germany. We are also happy to help you with the recognition of your foreign references and certificates.

We also advise and inform you about qualification and financial support options in order to prepare you as best as possible for your professional integration in Germany. All our services for you are free of charge.

For this we need some personal details as well as information about your qualifications and professional experience. To do this, please fill out the enclosed questionnaire in German, if possible, and send it to the e-mail address [Leipzig@arbeitsagentur.de](mailto:Leipzig@arbeitsagentur.de) (e.g. photographed using a mobile phone) or by post to the Leipzig Employment Agency. A telephone interpreter for different languages can be provided by the Employment Agency if required.

Please also send us a copy, photo or scan of the current residence document (e.g. temporary residence permit, toleration, residence permit, proof of arrival) or – if no residence document is available yet – a copy/photo/scan of the foreign passport or other proof of identification.

If you have references, certificates, diplomas or similar from abroad or from Germany, please also enclose a copy/photo/scan of these.

Please save the completed document and email it to us at the address:

[Leipzig@arbeitsagentur.de](mailto:Leipzig@arbeitsagentur.de)

We look forward to getting to know you and accompanying you on your way.

Kind regards

your Leipzig Employment Agency



[www.arbeitsagentur.de/leipzig](http://www.arbeitsagentur.de/leipzig)

**Note on data protection**

The BA undertakes to comply with data protection regulations. Your data will only be collected, processed and used within the framework of the statutory mandate (Social Code Book Two, Social Code Book Third Book) for the purpose of surveying your skills, advice and placement as well as active employment promotion.

**Privacy Policy (required by law)**

I agree that the BA may, if necessary, collect the necessary personal data for the implementation of the statutory mandate from the Federal Office for Migration and Refugees, the responsible foreigners authority, the responsible social welfare office, as well as the responsible migration and asylum social counseling service and also information from these offices may grant to my person. This consent can be revoked at any time without giving reasons with effect for the future at the responsible employment agency.

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**Name, first Name**

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**Place and date**

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**signature**

| <b>Personal data</b>   |  |
|--|--|
| salutation   | <input type="checkbox"/> woman<br><input type="checkbox"/> man   |
| date of entry  |  |
| Date of application for asylum<br>(if available)                                 |  |
| Date of registration with the City of<br>Leipzig / BAMF                          |  |
| last name  |  |
| First name   |  |
| birth date   |  |
| Place of birth - city  |  |
| Birthplace country   |  |
| social security number<br>(if available)   |  |
| residential status   | <input type="checkbox"/> Entry according to EU Mass Influx Directive (Ukraine)<br><input type="checkbox"/> residence permit until:<br><input type="checkbox"/> tolerance until:<br><input type="checkbox"/> Residence permit (§§ 22 to 26 AufenthG)<br><input type="checkbox"/> Residence permit applied for on: |
| work permit available  | <input type="checkbox"/> yes<br><input type="checkbox"/> no  |
| If not: employment permitted with the<br>approval of the immigration authorities | <input type="checkbox"/> yes<br><input type="checkbox"/> no  |
| <b>family</b>  |  |
| number of children   |  |
| Date of birth of youngest child  |  |
| Childcare guaranteed   | <input type="checkbox"/> yes<br><input type="checkbox"/> no  |
| marital status   | <input type="checkbox"/> married<br><input type="checkbox"/> single<br><input type="checkbox"/> widowed<br><input type="checkbox"/> divorced<br><input type="checkbox"/> single parent   |
| <b>contact information</b>   |  |
| Street, house number   |  |
| City / Postal Code   |  |
| phone  |  |
| e-mail   |  |
| <b>driver's license/profession</b>   |  |
| valid drivers license  | <input type="checkbox"/> yes<br><input type="checkbox"/> no  |
| driving license class  |  |
| Desired occupation / occupations   |  |

| Education / Qualification           |                          |                          |  |           |   |
|-------------------------------------|--------------------------|--------------------------|--|-----------|---|
|                                     | Country Place            | University               | beginning  | end       | graduation  |
| school attendance                   |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|                                     |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|                                     |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| vocational training                 |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|                                     |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|                                     |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| studies                             |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|                                     |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|                                     |                          |                          |  |           | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| Work experience in the last 5 years |                          |                          |  |           |   |
|                                     | Country Place            | employer                 | task   | beginning | end   |
| work                                |                          |                          |  |           |   |
|                                     |                          |                          |  |           |   |
|                                     |                          |                          |  |           |   |
|                                     |                          |                          |  |           |   |
| linguistic proficiency              |                          |                          |  |           |   |
| language                            | Basic knowledge          | Advanced knowledge       | Negotiable   |           |   |
| Ukrainian                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                                   |           |   |
| Russian                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                                   |           |   |
| English                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                                   |           |   |
| German                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                                   |           |   |
| Arabic                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                                   |           |   |
| Other language                      |                          |                          |  |           |   |
| German courses (if available)       |                          |                          |  |           |   |
| educational institution             | beginning                | end                      | Language test result / language level (A1, A2, B1, B2, C1) |           |   |
|                                     |                          |                          |  |           |   |
|                                     |                          |                          |  |           |   |
|                                     |                          |                          |  |           |   |