

Competency Survey Questionnaire

Dear Sir or Madam,

thank you for contacting the Federal Employment Agency [ger. Bundesagentur für Arbeit (BA)].

As a public service provider for the labour market, our primary task is to bring together persons seeking employment or an apprenticeship and jobs.

The German labour market is currently looking for professionals with vocational training or higher education studies as well as helpers. If you are interested to contribute your skills and competencies, we would like to support you getting started.

We look forward to meeting you.

Yours sincerely,
Federal Employment Agency (BA)

The BA processes data exclusively for the purpose of fulfilling its statutory duties according to the Social Security Code [ger. Sozialgesetzbuch (SGB)]. It is obliged to provide cash, material and services economically. These include, for example, consultation and placement purposes as well as the granting of unemployment benefits and basic security benefits for job seekers in accordance with SGB II, but also the assertion of reimbursement and compensation claims.

Data protection declaration

I agree that the BA may collect and process the data mentioned in this questionnaire in accordance with its legal mandate. This consent can be revoked at any time without giving reasons with future effect for the responsible employment agency [ger. Agentur für Arbeit].

First Name and surname

Place, Date

Signature

Reason for contacting us

- I would like to register as unemployed or have already registered as unemployed with the employment agency.

§141 SGB III: The unemployed person has to personally register as unemployed at the responsible employment agency. A registration is also permitted if the unemployment has not yet occurred, but the occurrence of unemployment is expected within the next three months.

Note: The employment agencies are currently closed to the public as a result of the Coronavirus. The required personal unemployment registration is currently to be done by telephone, in writing, by email, by PO box message, within the framework of the online job search registration, via online application.

- I would like to register as a job seeker or have already registered with the employment agency.

§38 SGB III: Persons, whose training or employment relationship ends, are obliged to register personally with the employment agency at least three months before its termination. If there are less than three months between the knowledge of the date of termination and the termination of the training or employment relationship, you must register within no more than three days after obtaining knowledge of the termination. In order to comply with the time limit pursuant to sentences 1 and 2, a notification stating the personal data and the date of termination shall be sufficient if the personal notification is made subsequently by appointment.

- Others:

Please provide the following information in German or English.

Title	<input type="checkbox"/> Mrs / <input type="checkbox"/> Mr		
Surname:		First Name:	
Date of birth:		Place of birth:	
Contact information			
Adress:			
Post Code and city:			
Phone:		E-mail:	

Desired profession:									
Qualifications						Qualification		Certificate	
	Country	Type of school / field of education	Start / End (day / month / year)	Yes	No	Yes	No		
School education				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Vocational training				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Higher education studies				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Professional experience – Please indicate at least your last professional activity.	
Start / End (day / month / year)	Professional activity

Languages			
First language			
	Basic knowledge	Proficient	Business fluent
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Driving licence	<input type="checkbox"/> Yes <input type="checkbox"/> No	For the driving licence categories:	<input type="checkbox"/> Cars up to 3.5t (class B, BE or B96) <input type="checkbox"/> Trucks (class C, CE, C1 or C1E) <input type="checkbox"/> Tractor vehicles (class L or T) <input type="checkbox"/> Busses (class D, DE, D1 or D1E)
------------------------	--	-------------------------------------	---