

## **Skills-profiling questionnaire for displaced persons**

Dear Sir or Madam,

The Federal Employment Agency (BA) would like to welcome you to Germany.

Our main task is to match up people seeking work or training with job vacancies.

In Germany, there is currently a demand for skilled workers who have completed vocational training or university studies. If you wish to offer your skills and specialist knowledge, we will be delighted to provide you with assistance as you enter the world of work or training. We will also assist if you wish to continue your education or vocational training or university studies in Germany.

We will advise you and provide you with information, including on funding options, in order to prepare you as soon as possible for offers of work or training.

To do so, we will require some personal details, as well as information on your qualifications and professional experience. Please therefore fill out the form on the back of this page as completely as possible and bring it with you to your interview with our counsellors. Based on the information you provide, the counsellor will make an assessment of how and where you will be able to find a suitable job or training place.

Please note: registering with the Federal Employment Agency is voluntary and has no effect – either positive or negative – on your asylum application.

We look forward to meeting you.

Yours faithfully,

The Federal Employment Agency

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The BA is committed to complying with data protection regulations. Your details will be collected, processed and used exclusively within the framework of our statutory mandate (Books II and III, German Social Code) for the purposes of ascertaining your skills, providing counselling and placement services, and promoting employment.

### **Privacy statement**

I hereby consent to the BA enquiring, where necessary, at the Federal Office for Migration and Refugees about the status of my asylum application in order to estimate when I will be able to take up work in Germany. I can withdraw this consent at the relevant Employment Agency at any time with future effect and without stating reasons.

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**First name and surname**

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**Place, date**

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**Signature**

Please complete this form truthfully and as accurately as possible:									
<b>Title</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Ms		<b>Nationality:</b>					
<b>Surname:</b>									
<b>First name:</b>									
<b>Date of birth:</b>				<b>Place &amp; country of birth:</b>					
<b>Marital status:</b>				<b>Age of children:</b>					
<b>Date of asylum application:</b> (or date of entering the country if not available):				<b>Work permit:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No If no: is employment possible with a permit from the Foreigners Registration Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Certificate of registration as an asylum seeker (BüMA)		<input type="checkbox"/> Permission to stay							
<input type="checkbox"/> Residence permit		<input type="checkbox"/> Temporary suspension of deportation		<b>valid until:</b>					
Contact details									
<b>Street / house and number:</b>									
<b>Post code / town:</b>				<b>Telephone number<sup>1)2)</sup>:</b>					
<b>Desired occupation:</b>				<b>Email<sup>1)</sup>:</b>					
<b>International driving permit:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Country, where applicable</b>				<b>For vehicles:</b>	
Please compile a <u>continuous</u> career history from the day you started school to today:									
From (month/ year)	To (month/ year)	What? - <b>Education</b> (highest school leaving certificate); university studies where applicable (subjects/qualification) - <b>Vocational training</b> (training faculty/subjects, qualification) - <b>Type of vocational activity</b> / military service / unemployment / caring for children / seeking refuge	Where? <b>Institutions</b> (school/university, company) <b>Town/country</b>	Certificate					
				Yes	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 knowledge)	Advanced (extended knowledge)	Professional (business fluency)					
.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
.....		<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"/>					
<b>German classes from – to:</b>									
<b>at (establishments/institutions):</b>									