

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, vocational training or university studies in Germany.

As part of a project at the BA, we aim to provide you with information, counselling and, where applicable, funding in order to prepare you as soon as possible for taking up work or training. Participation in the project is voluntary.

If you wish to participate, we will require some personal details, as well as information on your qualifications and professional experience. For this purpose, please fill out the form on the back of this page as completely as possible and bring it with you to your interview with the Employment Agency counsellor. At the Employment Agency, your skills profile will be used to make an initial assessment of your opportunities to enter the labour market. In the event of a positive assessment, the Employment Agency will approach you and invite you to another individual appointment.

Please note: participation or non-participation in the BA's project is not connected to your asylum application and will have no effect – either positive or negative – on its outcome.

It also has no effect on questions as to which Member State is responsible for conducting the asylum procedure within the European Union (i.e. on the possible initiation of a so-called Dublin Procedure). Furthermore, participation in the project does not result in the suspension or postponement of any measures aimed at terminating a residence following a failed application for asylum.

We look forward to meeting you.

Yours faithfully,

The Federal Employment Agency

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.

First name and surname

Place, date

Signature



Bundesagentur für Arbeit
Agentur für Arbeit Köln

Integration Point
Luxemburger Str. 121
50939 Köln

Skills-profiling questionnaire for asylum seekers

Please complete this form truthfully and as accurately as possible:				
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Nationality:		
Surname:				
First name:				
Date of birth:		Place & country of birth:		
Marital status:		Age of children:		
Date of asylum application:		Work permit:	<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"/> Permission to stay		<input type="checkbox"/> Temporary suspension of deportation		valid until:
Contact details				
Street / house number:				
Post code / town:		Telephone number:		
Desired occupation:			Email:	
International driving permit:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country, where applicable		For vehicles:
Please compile a <u>continuous</u> career history from the day you started school to today:				
From (month/year)	To (month/year)	What? - Education (highest school leaving certificate); university studies where applicable (subjects/qualification) - Vocational training (training faculty/subjects, qualification) - Type of vocational activity / military service / unemployment / caring for children / seeking refuge	Where? Institutions (school/university, company) Town/country	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"/>
English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German classes from – to:				
at (establishments/institutions):				

