



Foreigners' Authority: Berlin State Administration Authority, Dept. IV		
Employee:	Surname	First name(s)

Job description

Job title:		
Job description (field, operational area, industries, products. Please continue on a separate sheet if necessary):		
Knowledge, skills, experience:		Driver's license required?
		<input type="checkbox"/> Yes, class
		<input type="checkbox"/> No
Qualifications:		
<input type="checkbox"/> No vocational training	<input type="checkbox"/> Professional title on graduation:	
<input type="checkbox"/> Specialized institute	<input type="checkbox"/> University/Higher education institution	<input type="checkbox"/> Other:
Working hours:		In the case of part-time or short-term employment, please specify the individual daily working hours:
<input type="checkbox"/> Fulltime hrs/week	Monday from to	
<input type="checkbox"/> Part-time hrs/week	Tuesday from to	
<input type="checkbox"/> Short-term employment with a maximum of hours per month	Wednesday from to	
	Thursday from to	
	Friday from to	
	Saturday from to	
	Sunday from to	
Expected length of employment:		Commencement date:
<input type="checkbox"/> Indefinite		<input type="checkbox"/> Immediately
<input type="checkbox"/> Fixed-term contract until		<input type="checkbox"/> From
Wage/salary as per employment contract:		
<input type="checkbox"/> Hourly rate: € gross	<input type="checkbox"/> Monthly rate: € gross	<input type="checkbox"/> Other monetary benefits: € gross
<input type="checkbox"/> As per collective wage agreement		<input type="checkbox"/> Typical local rate
Are you prepared to hire applicants with preferential rights? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please explain reason on a separate sheet)		
How would you like to receive applications? <input type="checkbox"/> In writing <input type="checkbox"/> By telephone <input type="checkbox"/> In person		
I agree to my job vacancy being published on www.arbeitsagentur.de		
<input type="checkbox"/> Together with the employer's name and address <input type="checkbox"/> Anonymously (code) <input type="checkbox"/> I do not agree		

I/we hereby confirm that the successful applicant will be employed in accordance with the enclosed job description.

I/we am/are aware that employers hiring foreign nationals requiring permits to take up their intended position must provide information concerning salaries/wages, working hours and other employment conditions to the Federal Employment Agency (§ 39(2) German Residence Act, AufenthG).

Date

Company stamp and employer's signature