

## Skills Survey Questionnaire for Asylum Seekers

Dear Sir or Madam,

The Federal Employment Agency (*Bundesagentur für Arbeit*, BA) welcomes you to Germany.

As the public provider of employment services, our main task is to bring together job seekers or those looking to do a vocational training course and vacancies.

The Employment Agency will provide information, guidance, and - if required - support measures in order to prepare you for starting work or training as soon as possible.

Therefore, we will need some personal details as well as information on your qualifications and work experience. For this, please fill out the questionnaire on the next page in a readable handwriting, add a copy of your German piece of identification and hand it to the social worker at your community accommodation centre or at the reception of the Employment Agency. The questionnaire will then be forwarded to the competent contact person at the Employment Agency. On the basis of your skills profile, the Employment Agency will carry out an initial assessment of your prospects for finding a job or vocational training placement. In the event of a positive evaluation, the Employment Agency will contact you and arrange a personal appointment.

Please note: Being registered or supported by the Employment Agency has no relation to your asylum application process and will in no way have a positive or negative impact on the outcome of the process.

Questions of jurisdiction in relation to the completion of the asylum application process in the European Union (possible initiation of the so-called 'Dublin Process') also remain unaffected. There is no effect of postponing or suspending any potential actions terminating residency following a negative outcome of the asylum application process.

We're looking forward to learning more about you.

Yours sincerely,

The Federal Employment Agency

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The BA undertakes to comply with data protection regulations. Your data will only be collected, processed and used in the context of the statutory remit (Second Volume of the Social Code, Third Volume of the Social Code) for the purposes of potential analysis, guidance, placements as well as active employment promotion.

### **Data Protection Statement**

I consent to the BA collecting, processing and using the data collected in the survey questionnaire in accordance with its statutory remit (Second Volume of the Social Code, Third Volume of the Social Code) and for research purposes. I also agree that prior to commencing placement measures in the labour market, the BA may obtain details from the Federal Office for Migration and Refugees regarding the position of the asylum application process for the purposes of determining the prospects for residency. This consent can be revoked at the competent Employment Agency at any time with effect for the future without giving any reason.

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**First name, Family name**

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**Place, Date**

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**Signature**

**Please provide a copy of your piece of identification  
(i.e. Aufenthaltsgestattung or Duldung)**

Thanks for writing in print letters

<b>Title:</b>	<input type="checkbox"/> Mrs / <input type="checkbox"/> Mr	<b>Date of Immigration to Germany:</b>	____.____.20____						
Family Name:			First Name:						
Citizenship:			Place of Birth:						
Status as Refugee:			Date of Birth:						
Work Permit:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Contact Information</b>									
Street, Building Number:									
Postal Code and Place of Residence:									
Telephone (optional):									
E-Mail (optional):									
<b>Desired Occupation</b>									
<b>Qualifications</b>						Completed		Qualification	
	<b>Country</b>	<b>Type, Name and Address of the Institution</b>	<b>Beginning / End Day / Month / Year</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>		
School Attend- ance				<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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Professional Experience</b>									
Beginning/End (Day / Month / Year)			Type of Work / Profession /Country						
<b>Languages</b>	Basic Knowledge		Advanced Knowledge		Proficient				
_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
German	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
English	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
<b>German Course</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Institution							
Beginning / End				Level					

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(i.e. Aufenthaltsgestattung or Duldung)**