

## Skills-profiling questionnaire for asylum seekers

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

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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

### Fragebogen zur Kompetenzerhebung von Asylbewerbern

<b>Title:</b>	<input type="checkbox"/> Mrs / <input type="checkbox"/> Mr	<b>Date of Immigration to Germany:</b>	____.____.20____				
Family Name:							
First Name:							
Date of Birth:							
Place of Birth:							
Status as Refugee:							
Work Permit :	<input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Contact Information</b>							
Street, Building Number:							
Postal Code and Place:							
Telephone (optional):							
E-Mail (optional):							
Driving licence for germany:							
<b>Desired Occupation:</b>							
<b>Qualifications</b>				<b>Abschluss</b>		<b>Zeugnis</b>	
	<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>
<b>School Attendance</b>				<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>Vocational Training</b>				<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>Higher Education</b>				<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, please explain exactly		
<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"/>
	<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"/>
<b>German Course</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Institution	
Beginning / End			Level