

Application Procedure In German Companies

Things to know before you apply for a job in Germany

- Application Form
 - Appearance, Language
- Required Documents
 - Cover Letter, CV, Picture, Certificates
- Job Interview
 - Preparation, Motivation, Salary...
- Further Information
 - Work Permission, Job Portals...

Appearance

- Online form (self-explanatory)
- Email: cover letter, CV, copies of references/certificates (pdf-attachment, max. 2-3 MB)
- Written form: application file (no plastic folders!)

Language

- Language: preferably in German (depends on the company, some also accept English written applications)
- Language: English (only when the vacancy is written in English)

Required Documents

- A German application includes: (part I)
 - Cover letter max. 1 page
 - "CV" (Resume) in table form, ordered by date, the most recent stations first
 - Picture: still common in Germany, it should be professional, no photo booth!

Required Documents

- A German application includes: (part II)
 - School certificates: explain grading if needed. For example in Russia a „5“ = very good, „4“ = good, whereas in Germany a „5“ means „less than adequate“.
 - Certificates (work history): job references, certificates on/off the job trainings, etc.

□ Job interview

- Preparation, Motivation
- Travel expenses, expenses for lodging etc. should be paid by the potential employer (please ask in advance!)
- Salary negotiations: Be aware of the difference: gross salary / net salary! The employer only negotiates the gross salary.

□ Assessment Center

- Function: Checking competences (especially soft skills), testing stress resistance, protection against lawsuit
- Methods: Interviews, group discussions, role playing, presentations, questionnaires, (also common lunch)

- Requirements for a work permission:
 - Citizen of the EU
 - Work permission after consideration by the local employment office
 - Others (e.g.: limited access to the German labour market for special professions)

□ How to find a job a Germany

- Online Job Portals
- Universities` job portals
- Agentur für Arbeit →ZAV
www.ba-auslandsvermittlung.de
Phone 0228 7 13 13 13
- Daily Newspapers
- Unsolicited applications

Thank You for Your Attention

zav-auslandsvermittlung@arbeitsagentur.de

The email addresses and telephone number of Florian Wirsching and Melanie Nolle of the Federal Employment Office, Agency Ulm, may be asked at ZAWiW.