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Work / Employment

Job search

There are various ways to find a job:

- [job exchange of the Federal Employment Agency](#), [IHK](#) and [HWK](#)
- Internet search portals, e.g. also specifically for [new immigrants](#)
- Company websites
- Job information fairs
- Daily and weekly newspapers ([Rhein-Zeitung](#)) ([Wochenspiegel](#))
- Social media ([LinkedIn](#), [Xing](#))
- Ask your circle of acquaintances
- Ask or call the companies personally / unsolicited application
- The [job centre of the employment agency](#) or [careers advice service at the employment agency](#) can help you find work
- [job centre](#), for recipients of assistance

The "**Make it in Germany**" website is also a helpful resource.

It is the official portal of the Federal Government for skilled workers from abroad.

There you will find information on finding a job, applying, entering and living in Germany.

💡 The site is available in German, English, Spanish and French:

🌐 www.make-it-in-germany.com

Recognition of foreign educational qualifications

Certificates are very important in Germany. You get them at school or at university. You also receive certificates at work. At work, they are called job references. Certificates are proof of what you have already learnt and what you have achieved. Certificates are a crucial prerequisite for getting a job. You also need a certificate to be admitted to a school or university. Have you already obtained certificates abroad? Have these certificates recognised in Germany. They will check what your certificates qualify you for in Germany. Your achievements will be translated, so to speak. It may be that you no longer have your certificates. In this case, you can try to have your work experience and professional skills recognised through tests.

Specialist advice centres for recognition:

- 🌐 www.anerkennung-in-deutschland.de
- 🌐 [Central Service Centre for the Recognition of Foreign Qualifications](#)
- 🌐 [IQ Recognition and Qualification Counselling Mainz & Region](#)

If you are planning to study or work in academia, please contact the university contact persons for the recognition of your certificates.

Check-Work

Migrants should be properly advised on integration into training or work. To this end, it is important to know what prior knowledge and potential you have as a future employee. Check.work helps you to determine your existing and professional experience and skills.

Check.work consists of two parts:

"Module 1: Practice" records your professional experience.

"Module 2: Potential" determines your personal skills for training in Germany.

🔗 Click here to go to the [homepage](#).

Information on the immigration of skilled labour can be found [here](#).

Independence

Before you deal with the topic of self-employment, we would like you to ask yourself the following questions:

- Am I in an asylum recognition procedure?
- Has my application been rejected in the past?
- Do I have a tolerated stay permit?
- Am I younger than 18 years old?
- Have I ever been banned from the profession in which I would like to become self-employed in the past?

Have you answered **yes to one or more of the above questions?**

Then unfortunately you are not allowed to become self-employed in Germany.

Were you **unable to answer any of the above questions with **yes**?**

Then your requirements for self-employment are hereby fulfilled. Please read on for more information.

First of all, you may be interested to know what it actually means to be self-employed and what this entails:

If you are self-employed, you do not report to a boss. Unlike people who are employed. You are the boss. This means you run your own company and bear the risk. You do not receive regular payments and must make a profit. This can fluctuate. You also have to take care of your own social security.

There are **two different **types**:**

On the one hand, there are so-called solo self-employed persons. These are people who have no employees.

Then there are self-employed people who have employees within their company.

Further information on self-employment

The website "Make it in Germany" is an information portal of the German federal government. There you will find a lot of information about work, self-employment and life in Germany - especially for people from abroad.

💡 The site is available in German, English, Spanish and French.

To the website: 🌐 www.make-it-in-germany.com

Further information:

- [Online guide "GründerZeiten"](#) (German, Arabic)
- [Business start-up portal](#) (German, French, Italian, Russian and Turkish)
- [IQ-Fachstelle Migrantenökonomie](#) (German, English, French, Polish, Spanish, Pashto, Bosnian, Russian, Chinese, Ukrainian, Turkish, Tigrinya, Vietnamese, Arabic)
- [Federal Agency for Civic Education](#) (German, English)
- Information on setting up a business from the [Federal Employment Agency](#) (German, English)
- Information on [business start-ups and start-up grants](#)
- Federal Ministry for Families, Senior Citizens, Women and Youth, [self-employment for women](#)

Would you like advice on the subject of self-employment?

Then please get in touch with the following contacts:



Stadtverwaltung Idar-Oberstein

Building Authority - Business Development

👤 **Frau Carolin Pehlke/Frau Sarah Wagner**

📍 [Georg-Maus-Straße 1, 55743 Idar-Oberstein](#)

☎ [06781-64623](tel:06781-64623), [06781-64620](tel:06781-64620)

@ caroline.pehlke@idar-oberstein.de, sarah.wagner@idar-oberstein.de

🌐 www.idar-oberstein.de

📅 **Appointments by arrangement**



Wirtschaftsförderungs- und Projektentwicklungsgesellschaft Kreis Birkenfeld

Frau Christina Biehl

[Neubrucker Straße 7, 55768 Hoppstädten-Weiersbach](#)

[06782- 8674902](tel:06782-8674902)

[@info@wfg-bir.de](mailto:info@wfg-bir.de)

<https://wfg-bir.de/>

Appointments by arrangement

Are you a craftsman or do you have a business idea in the trade and services sector?

Then the Chamber of Crafts (HWK) or the Chamber of Industry and Commerce (IHK) will be happy to help you:



Chamber of Crafts Koblenz

Herr Michael Fuhr

[Schlossweg 4-6, 55756 Herrstein](#)

[06785 9731-768](tel:06785-9731-768)

[0151 55163255](tel:0151-55163255)

[@beratung@hwk-koblenz.de](mailto:beratung@hwk-koblenz.de)

[HWK Koblenz](#)

Appointments by arrangement



IHK Koblenz Geschäftsstelle Idar-Oberstein

Frau Christina Schwardt

[Hauptstraße 161, 55743 Idar-Oberstein](#)

[06781-649114](tel:06781-649114)

[@schwardt@koblenz.ihk.de](mailto:schwardt@koblenz.ihk.de)

[IHK Koblenz](#)

Appointments by arrangement

Access to the employment market

Employment Agency (AA)

The Employment Agency is responsible for everything to do with employment. For example

- Job search and job placement
- [Admission to the labour market](#)
- Help with career choice (career counselling) and [training](#)
- for questions on [further vocational training](#); [funding from the Employment Agency](#).
- for employer counselling([employer service](#)).

The employment agencies provide personalised advice on how and where people can work.

Anyone who is not yet being looked after by the employment agency or a job centre should [register online](#).


This requires personal details and information on qualifications and work experience. The data entered will be sent to the relevant employment agency.


Note: This information is also available [in English](#).



Agentur für Arbeit Idar-Oberstein

 [Mainzer Straße 210, 55743 Idar-Oberstein](#)

 [0800-4555500](#)

 [0671-850696](#)

 [@Idar-Oberstein@arbeitsagentur.de](mailto:Idar-Oberstein@arbeitsagentur.de)

 [Agentur für Arbeit Idar-Oberstein](#)

Note on post:

Only use the postal address for letters to the employment agency. This will ensure that your documents arrive more quickly:

Agentur für Arbeit Idar-Oberstein
55538 Bad Kreuznach

Job centre

The job centre offers you the following support:

- it pays you financial benefits,

- it offers you help in your search for work,
- it enables you to take part in a language course,
- it offers you help with placement within the career counselling service,
- it offers you help with the recognition of your certificates.

Further information on counselling and placement in the labour market can be found here:

[Access to the labour market.](#)

If a volunteer accompanies you to your appointments, you must authorise this person. This also applies to written or telephone information. This authorisation is called a power of attorney. Without this authorisation, the person will not receive any information. This is due to data protection. The power of attorney must be completed in full and signed by you and the person to be authorised.

If you have a residence permit or a tolerated stay permit, the [employment agency](#) is responsible for promoting employment.

For asylum seekers: Steps after a positive decision

After you have been recognised as entitled to asylum or have been granted refugee protection, you will receive a document. This document is called a positive decision by the Federal Office for Migration and Refugees (BAMF). This concludes your asylum procedure. With the positive decision, you then go to the



[Ausländerbehörde \(Immigration Office\)](#) (important: make an appointment [here!](#)) and the



[Social Welfare Office \(Sozialamt\)](#) and speak to them. You must contact the Foreigners' Registration Office to apply for a residence permit. You must contact the Social Welfare Office to obtain a further decision. Both documents are a prerequisite for you to have the Job Centre check whether you are entitled to citizen's allowance. You then go to the Job Centre:

1. personal visit

- You must go to the Jobcentre during opening hours.
- You will be registered as a customer there.
- Your history will be recorded.
- A counselling appointment will be arranged with the benefits department and an appointment with the job centre.
- You will be registered as a jobseeker.

2. benefits department

Important: There is no counselling without an appointment.

- Benefits are applied for with an appointment with the responsible benefits officer.

3. job centre

Important: There is no counselling without an appointment.

- Bring your integration course obligation or confirmation of participation in an integration course.
- Bring documents relating to school attendance, training, work certificates or recognition of qualifications obtained abroad.
- Tell us about your skills.
- Consider in advance which area of work is of interest.



Idar-Oberstein office

■ [Hauptstraße 86, 55743 Idar-Oberstein](#)

☎ [06781-56850](tel:06781-56850)

@ obcente r-Birkenfeld@Jobcenter-ge.de

📍 [Birkenfeld district job centre](#)

Office Birkenfeld

■ [Schneewiesenstraße 26, 55765 Birkenfeld](#)

☎ [06782-99300](tel:06782-99300)

@ obcente r-Birkenfeld@Jobcenter-ge.de

📍 [Birkenfeld district job centre](#)

Immigration of skilled labour

Immigration of skilled labour

What is a skilled worker?

There are two types of skilled labour. They can be people who have completed a degree at a university. And they can be people who have completed qualified vocational training. The qualification must be valid in Germany. A qualification obtained at a vocational school abroad is valid if it means that you would have to attend vocational school in Germany for two years.

If you would like to work as a skilled worker in Germany, you will be supported. There is a law for this. It is called the Skilled Labour Immigration Act. It applies to all people who have completed training or studies and want to have their qualification recognised in Germany.

There are two ways to submit an application:

- You can submit the application yourself.

- The company can submit the application for you. However, you must first give your consent. This is also known as authorisation.

How can I be accepted into the labour market as a skilled worker?

It is important that you already have a job offer. This is called a hiring confirmation. An employment contract is much better. A so-called "priority check" by the Federal Employment Agency is then not necessary. This means that the Federal Employment Agency does not have to carry out a check. During an examination, the Federal Employment Agency checks whether there are applicants from Germany for the job. It also looks for applicants from the European Union. Even if there is no check, the Federal Employment Agency continues to check the working conditions. This also includes the pay you receive.

Where can I work as a skilled worker?

If you are fully recognised as a skilled worker, you can do all types of work. Your employer just needs to be convinced of your knowledge and skills.

What types of training are available for skilled workers?

1. skilled workers with an academic qualification:

You can work in a profession for which you have a university degree or not. However, you can also work in a profession for which you do not need a university degree. However, the professional qualification must be similar. This excludes unskilled and semi-skilled professions. For the EU Blue Card, you need a job that corresponds to the professional qualification. For this you need an academic qualification.

2. skilled workers with vocational training:

Once your profession has been fully recognised, you can work in all areas that you have learned. This only applies to professions that are not regulated. Professions that are regulated have special requirements. You can use various databases to find out whether your profession is regulated or not.

The prerequisite for this is

1. Your qualification from abroad is recognised in Germany.
2. Your livelihood is guaranteed for the duration of your stay. The security must be provided by a declaration of commitment or a blocked account.
3. You must have a good command of German. You must be at least at level B1.

While you are in Germany to look for work, you can work up to ten hours a week on a trial basis. Working on a trial basis means that the employer and you can see whether the job is right for you.

Work on probation is also possible for you as a skilled worker with a recognised academic qualification. You may also enter the country for up to six months if you are looking for work.

Residence for qualification programmes:

You may enter and stay in Germany for a qualification programme in your profession. This means that you are entering the country in order to have your profession fully recognised. The duration of the qualification until your profession is recognised may not exceed a period of 24 months. You are permitted to work 20 hours a week in addition to your qualification.

Once you have been recognised, you can apply for a residence permit.

Settlement permit for skilled workers from abroad:

Skilled workers from abroad can obtain a permit to reside in Germany after just four years. This is called a settlement permit.

Entry for training and studies

Entry to look for a training place:

You can also enter Germany if you are interested in a training place and are looking for one.

You must fulfil certain requirements for this:

1. Your German language skills must be at a certain level. In this case at level B2.
2. You must have a qualification from a German school abroad or at least a secondary school leaving certificate.
3. You must not be older than 35 years of age.
4. You must not be dependent on financial aid. Your minimum gross salary should be 981.00 euros.

German language course to prepare for training:

If you want to enter Germany because you want to attend a language course, you can obtain a language visa for a period of 12 months.

After the language course you can stay in Germany if you have found an apprenticeship. This is called a change of purpose.

With a residence permit for qualified vocational training, you can continue to attend a German language course at the same time.

Extended transfer options for foreign students:

As a foreign student, you can change to other residence permits. This is also possible if you have not yet completed your studies. You can start an apprenticeship and obtain a residence permit for it. Provided you fulfil certain requirements such as living expenses and age.

The Skilled Immigration Act expands the options for changing residence (change of purpose). Depending on your situation, you may be eligible for several changes of purpose. You can obtain more information from the Foreigners' Registration Office or the Federal Employment Agency.

Settlement permit for graduates of a vocational training programme:

Under the new law, graduates from abroad who have completed vocational training in Germany can obtain a permit to settle in Germany after just two years. The same regulation applies to them as to those who have a degree from a university.

You can also find more information on the website  [Make it in Germany](#)
You can take a quick test there. This will show you what options you have.

Information for companies

The accelerated skilled labour procedure:

The **aim** is to speed up the immigration of skilled labour.

The future employer acts as a "proxy" for the employee and concludes an agreement with the immigration authority.

The foreigners authority advises the employer on procedures such as recognition and coordinates and organises the necessary approvals from other authorities, such as the recognition procedure and the visa procedure.

Shortened deadlines apply for processing:

One week for approval by the Federal Employment Agency

Two months for determining the equivalence of the foreign professional qualification

The appointment to apply for a visa must be made within three weeks. The whole process must take place after the skilled worker has submitted the approval of the foreigners authority.

The visa is usually processed within three weeks of the application being submitted.

You can find more information on the Make it in Germany portal or at the Central Immigration Office in Kaiserslautern.

The agreement must contain the following:

It must contain authorisations and commitments from those who are involved. These can be employers, specialists or authorities. A description of the processes is also required. In this case, the authorities are the foreigners authority, the Federal Employment Agency, the diplomatic mission abroad and various recognition centres.

What are the costs if I want to make use of the accelerated procedure?

There are costs of 411.00 euros at the foreigners authority. In addition, 75.00 euros for the visa fee. There are also other costs for copies and translations. The copies must be notarised.

Does the accelerated procedure only apply to the skilled worker themselves?

No. It also applies to the spouse. It also applies to unmarried minor children. It is important that the legal requirements for the family joining you are met. An application must also be submitted for these persons.

The Central Immigration Office for Skilled Immigration Kaiserslautern

is a service partner for employers as well as employees from non-EU countries and supports you in all matters relating to the immigration of skilled labour. See [checklist](#) for necessary documents.

Postal address

📍 [Zentrale Ausländerbehörde für Fachkräfteeinwanderung Rheinland-Pfalz, 67653 Kaiserslautern](#)
✉️ @fachkraefteeinwanderung.rlp@kaiserslautern.de
📍 [Zentralen Ausländerbehörde Kaiserslautern](#)

Further links:

- 📍 [Make it in Germany](#) - Information for companies
- 📍 [iQ-Network RLP](#)
- 📍 [Welcome Centre RLP](#)
- 📍 [Single point of contact \(EAP\)](#)
- 📍 [Recognition of foreign professional qualifications](#)
- 📍 [anabin](#) - Information portal for foreign university degrees
- 📍 [Federal Foreign Office: Working and living in Germany](#)
- 📞 Hotline Working and Living in Germany, 📞 [03018151111](tel:03018151111)

Employment law

Labour contract

Anyone who starts work is given an employment contract. This is an agreement between an employer and an employee. The contract regulates the most important conditions of an employment relationship.

These conditions can be

- The contracting parties (name and address)
- The start date of employment
- The working hours

- The place of work
- The holiday
- The amount of the salary
- The probationary period
- The notice period

Both the employee and the employer **must** adhere to the agreements in the employment contract. There are both rights and obligations.

The employment contract is signed by both parties. As with other contracts, the employment contract becomes legally binding when it is signed. It should only be signed by you once you have fully understood the entire content.

An employment contract can be established not only in writing, but also verbally or tacitly through conclusive behaviour!

So if you have already worked, you must be paid by your employer, even if you do not yet have a written employment contract!

There are different types of contract:

1. the open-ended employment contract

There is usually a probationary period of three or six months. The probationary period is the time during which someone is supposed to prove their ability and suitability. It serves as an orientation phase. During this period, an employment relationship can be terminated at short notice within two weeks by both the employer and the employee. At the end of the probationary period, the permanent employment relationship begins with longer protection against dismissal. Working hours are generally up to 40 hours per week.

2. the fixed-term employment contract

If the employment contract is for a fixed term, it ends automatically on the date entered in the employment contract. There is therefore no notice of termination.

3. mini-job (marginal employment)

The maximum earnings for a mini-job are currently 520.00 euros per month and are tax-free. This means that as an employee you do not have to pay contributions to statutory health insurance and unemployment insurance. As an employee, you can also be exempt from compulsory pension insurance. With a mini-job, you only acquire very limited entitlements to a later old-age pension. You must take care of your own health insurance of your choice. If you are interested in a mini-job, it is best to seek advice from a statutory health insurance provider.

You can find information on your rights when working in Germany here:

- [IQ Network Integration through Qualification, Fair Integration](#)
- The German Trade Union Confederation (DGB) also provides information on [labour rights](#) for skilled workers from third countries and [for refugees](#)

Unemployment and social benefits

Entitlement to unemployment benefit I from the Employment Agency

The German state supports people who are unable to earn their own living, or are only partially able to do so.

However, in principle, everyone should be able to support themselves by working.

Unemployment benefit I is paid to anyone who loses their job. However, the person concerned must have worked in Germany for at least 12 months in the last 30 months. There are other conditions under certain circumstances.

The [Federal Employment Agency](#) decides whether a person receives unemployment benefit.

The following steps must be observed:

1. register as a jobseeker

- Who has been made redundant
- who has resigned and has no new job in prospect
- or whose temporary employment contract is about to end,

must register as a jobseeker immediately, at the latest 3 months before the end of the employment relationship.

The [Employment Agency](#) provides support in the search for new employment. Together with those affected, it will also determine whether they are entitled to financial support.

There are different ways to register as a jobseeker:

- On site at the [employment agency](#)
- by telephone at ☎ [0800/4555500](tel:08004555500) (toll-free)
- Online at 🌐 <https://www.arbeitsagentur.de/>

2. register as unemployed in person

Those affected must register as unemployed **in person** at their local employment [agency](#) on the first day without work at the latest. This is a prerequisite for receiving unemployment benefit.

3. Fill in the application for unemployment benefit

Unemployment benefit can be applied for online. Alternatively, application forms can be collected in person from the Employment Agency to submit the application in writing.

Information on registering as unemployed can be found [here](#).