
Table of Contents

Looking for work	2
Looking for Work - Advice and Help	2
Access to the Job Market	3
Employment contract	5
Job applications and interviews	7

Looking for work

Looking for Work - Advice and Help

The following centres in Potsdam offer support for job-seekers:

Agentur für Arbeit Potsdam | Bundesagentur für Arbeit

📍 [Horstweg 102 - 108, 14478 Potsdam](#)

☎ [+49 \(0\) 3318802000](tel:+493318802000)

🌐 <https://www.arbeitsagentur.de/vor-ort/potsdam>

Jobcenter Landeshauptstadt Potsdam | Bundesagentur für Arbeit

📍 [Horstweg 102 - 108, 14478 Potsdam](#)

@ jobcenter-landeshauptstadt-potsdam@jobcenter-ge.de

☎ [+49 \(0\) 3318804000](tel:+493318804000)

🌐 <https://www.jobcenter-potsdam.de/>

Jugendberufsagentur Potsdam

📍 [Horstweg 96, 14478 Potsdam](#)

@ JB-Potsdam@arbeitsagentur.de

☎ [+49 \(0\) 8004555500](tel:+493318004555500)

🌐 <https://www.meinejbainbrandenburg.de/potsdam/>

Berufsinformationszentrum (BiZ) | Agentur für Arbeit Potsdam

📍 [Horstweg 102-108, 14478 Potsdam](#)

@ Potsdam.BiZ@arbeitsagentur.de

☎ [+49 \(0\) 3318802149](tel:+493318802149)

🌐 <https://www.arbeitsagentur.de/vor-ort/potsdam/biz...>

Welcome Center | Landeshauptstadt Potsdam


📍 [Behlertstr. 3a, 14467 Potsdam](#)

@ Welcome-Center@Rathaus.Potsdam.de

 [+49 \(0\) 3312892870](tel:+49303312892870)

 <https://vv.potsdam.de/vv/produkte/willkommen-in-b...>

erlenhof32 | Landeshauptstadt Potsdam

 [Erlenhof 32, 14478 Potsdam](#)

 [@Erlenhof32@Rathaus.Potsdam.de](mailto:Erlenhof32@Rathaus.Potsdam.de)


 [+49 \(0\) 3312896280](tel:+49303312896280)

 <https://www.potsdam.de/de/willkommen-im-erlenhof32>

Passgenaue Besetzung und Willkommenslotsen | Handwerkskammer Potsdam

 [Am Mühlenberg 15, 14550 Götz](#)

 [@holger.muenster@hwkpotsdam.de](mailto:holger.muenster@hwkpotsdam.de)


 [+49 \(0\) 3320734325](tel:+49303320734325)

 <https://www.hwk-potsdam.de/artikel/passgenaue-bes...>

Industrie- und Handelskammer (IHK)

 [Breite Straße 2 a-c, 14467 Potsdam](#)

 [@info@ihk-potsdam.de](mailto:info@ihk-potsdam.de)

 [+49 \(0\) 33127860](tel:+493033127860)

 <https://www.ihk.de/potsdam/>

You can search for job openings online and get information here:

- [The Agentur für Arbeit's \(Federal Employment Agency\) Jobbörse \(job board\)](#)
- Job exchange for refugees: www.workeer.de
- www.make-it-in-germany.com is the official multilingual online portal for international skilled workers
- [BERUFENET](#) – Find career information easily
- [Fachkräfteportal Brandenburg \(Brandenburg Skilled Workers Portal\)](#)
- [IHK-Lehrstellenbörse](#) (Chamber of Industry and Commerce apprenticeship exchange) for training and internships

Access to the Job Market

Residence status and labour market access

If you are looking for work and have moved from the EU, you have full access to the job market, because of freedom of movement for workers.

Access to the labour market for refugees depends primarily on their legal residence status and the current duration of their stay in Germany. A distinction is made between residence permits (Aufhaltstitel), exceptional leave to remain (Duldung) and temporary residence permits (Aufenthaltsgestattung):

- **Residence permit:** Persons whose asylum application has been positively decided and who have received a residence permit have permission for residence and a work permit.
- **Temporary residence permit:** Persons who have applied for asylum but for whom no decision has been made yet are granted a temporary residency permit (Aufenthaltsgestattung), which is not a residence permit (Aufhaltstitel).
- **Exceptional leave to remain (Duldung):** Persons whose asylum application has been rejected and whose deportation is not possible for legal or practical reasons receive exceptional leave to remain (Duldung; "Certificate for the suspension of deportation"). The exceptional leave to remain is not a residence permit.

The Immigration Offices (Ausländerbehörden) are responsible for residence law issues. The employment permit can only be issued upon application for persons with an exceptional leave to remain (Duldung) or temporary residence permit (Aufenthaltsgestattung). This requires a job description and the approval of the Federal Employment Agency (BA) before the Immigration Office can grant permission for employment.

There are different rules for [self-employment](#)!

Advice centres

The following people are there specifically for providing refugees with advice and referrals within the job market. Here there are also differences depending on whether your asylum process is still ongoing, you have been recognised as a refugee, or you have a certificate granting temporary postponement of deportation (Duldung).

Welcome Center | Landeshauptstadt Potsdam

📍 [Behlertstr. 3a, 14467 Potsdam](#)

@ Welcome-Center@Rathaus.Potsdam.de

☎ [+49 \(0\) 3312892870](tel:+493312892870)

🌐 <https://vv.potsdam.de/vv/produkte/willkommen-in-b...>

Agentur für Arbeit Potsdam | Bundesagentur für Arbeit

📍 [Horstweg 102 - 108, 14478 Potsdam](#)

☎ [+49 \(0\) 3318802000](tel:+493318802000)

🌐 <https://www.arbeitsagentur.de/vor-ort/potsdam>

Jobcenter Landeshauptstadt Potsdam | Bundesagentur für Arbeit

📍 [Horstweg 102 - 108, 14478 Potsdam](#)

@ jobcenter-landeshauptstadt-potsdam@jobcenter-ge.de

☎ [+49 \(0\) 3318804000](tel:+49(0)3318804000)

🌐 <https://www.jobcenter-potsdam.de/>

Passgenaue Besetzung und Willkommenslotsen | Handwerkskammer Potsdam

📍 [Am Mühlenberg 15, 14550 Götz](#)

@ holger.muenster@hwkpotsdam.de

☎ [+49 \(0\) 3320734325](tel:+49(0)3320734325)

🌐 <https://www.hwk-potsdam.de/artikel/passgenaue-bes...>

Employment contract

Anyone who starts a job gets an employment contract. This regulates the most important conditions of an employment relationship, such as working hours, holiday entitlement, salary and notice periods. Both sides – workers and employers – must abide by these agreements. Because a contract is legally binding once you have signed it, you should only sign it when you understand its content completely.

Types of contracts:

Permanent job contract (Unbefristeter Arbeitsvertrag)

As a general rule, there is a probationary period of three to six months. During this time, the employment relationship can be terminated at short notice within two weeks, both by the employer and by the employee. At the end of the probationary period, a permanent employment relationship begins with longer protection against dismissal. Working hours are usually up to 40 hours a week.

Fixed-term job contract (Befristeter Arbeitsvertrag)

The employment ends at the agreed time, without the need for notice of resignation.

Minijob

The maximum monthly salary is €520 and is not taxed. If you receive social benefits, the earnings will be taken into account.

Labour law:

There are numerous laws that regulate and ensure the rights of employees in Germany. That includes, for example:

- Regulation of working time

- Minimum wage
- Leave claim
- Dismissal Protection
- Employee representation (works council)
- Trade union labour regulations
- and a few more

Taxes and social security payments:

Every employee in Germany pays part of their wages as taxes to finance federal, state and local government spending. Employers, in turn, are required to pay social security contributions for their employees. The German social system thus aims to make sure that, if people can't find work, or are no longer able to work, their key living costs will still be covered.

Tax ID number:

The tax ID is a 11-digit number and is used for income tax. The employer needs this number. If you do not have this number in your documents, you can ask for it personally at the registration office (Meldebehörde) or in writing from the Federal Tax Office (Bundesamt für Steuern).

Social security number:

For a job, you need a social security number. This can be obtained from your health insurer (e.g. AOK, DAK).

Undeclared work (Schwarzarbeit):

A job that is paid but not registered with the tax office and a health insurer, and for which thus no taxes and social security payments are paid, is illegal and is referred to in Germany as "Schwarzarbeit". It can be punished with fines and prison! If someone gets social benefits or unemployment benefits, but still works and keeps their job secret from the Social Welfare Office (Sozialamt), the Employment Agency and the Jobcenter, this is also called "Schwarzarbeit". A person is thus wrongly receiving state benefits, even though they are in paid employment.

You can find advice on the topics of employment contracts and labour law here:

The Office for Migration and Good Work in Brandenburg (Fachstelle Migration und Gute Arbeit Brandenburg) offers free counselling on labour law issues for immigrants living or working in Brandenburg. It also conducts training with workers and multipliers to prevent problems in the workplace. Counselling is available in different languages and is aimed at all refugees and new immigrants regardless of their residence status.

Fachstelle Migration und Gute Arbeit Brandenburg

📍 [Breite Straße 9a, 14467 Potsdam](#)

@ info@rightsatwork.de

☎ [+49 \(0\) 033127357998](tel:+493033127357998)

 <https://rightsatwork.de/>

Job applications and interviews

If you would like to start a vocational training programme (Ausbildung) or get a job in Germany, you need to submit a written application.

Usually, you apply to a company that posted a job vacancy online or in a newspaper. Posting a vacancy means that the company is looking for new employees. The job advertisement states what kind of work is involved or training is required and what the company expects from the employee. It also includes information about where and how to apply. If the company of your choice does not currently have any suitable vacancies published, you can also apply on your own initiative.

If the company is interested in you, you will normally be invited to a job interview, which gives you a chance to introduce yourself in person. Please plan enough time for the interview and always make sure to arrive on time for your appointment. Before the interview, you should prepare thoroughly and research into the company. Visit the website and read through the company's history, find out about the products or services. Arriving on time for your appointment and asking questions during the interview demonstrates your motivation for and interest in the vocational training programme or job.

An application usually consists of three parts:

Cover letter: In your personal cover letter, you briefly introduce yourself and say why you are suitable for the vacant position. For example, describe what previous experience you have gained in your home country. Find out about the company and explain why you want to work there. Your covering letter should fit on one page. Sign your covering letter. There are many templates and guides online. It is important not simply to copy something you find. Your cover letter needs to be unique to you and suitable for the position.

Curriculum vitae: The CV lists all your experience and is structured in the form of a large table. Write the dates during which you worked with each company. Include where you undertook training or a course of studies. Specify where you went to school and what type of qualification you left with. You do not have to include a photo in your CV, but many companies prefer it if you do.

Certificates and references: It is very important that you include copies of your credentials and references in the application (do not send the original documents!). Certificates are your school-leaving certificate, your university degree and work references from the past. They should be in German or English – if they are not, you should have them translated. You should also send certificates from any internships, work-relevant professional development courses, or German courses you have taken.



The job advertisement tells you how to apply. Please read it carefully.

In writing: Buy a nice application folder and insert your cover letter, CV, and credentials and references. Then mail the application to the address mentioned in the job advertisement.

Email: These days, many applications are sent by email. Bring your covering letter, your CV and your certificates and references together into a single PDF file. Add the PDF file as an attachment to the email. Write a short text in the email to the person who will receive your application.

Online: Large companies have their own website through which you have to apply. You need to register with your email address before you can send your application through the website.

🌐 You can find some more helpful tips for your application at [Planet Beruf \("Planet Career"\)](#).

🌐 [Europass](#) is a multilingual (more than 20 languages) online platform that helps immigrants make their skills and expertise evident to others. It offers a free online tool for creating a "language passport" or CV. You can also find important tips on writing good applications on Europass.

🌐 You can have a free CV and cover letter created here: [Bewerbung.net](#), [StepStone](#) or [Lebenslauf2go](#). You may also be able to import your data from Xing or LinkedIn. It is also possible to write your own text within the template or import files.

🌐 You can find more information and templates for cover letters and CVs here: [Bewerbung2go](#), [BewerbungsWissen](#), [Karrierebibel](#)

Language practice

🌐 You can find exercises for practising job applications and general aspects of starting a career on the [VHS learning portal "I want to learn German"](#) and on the [Goethe-Institut's website "German for you"](#). You can learn more about the professional world and improve your German language skills.

JOBLOQ

JOBLOQ is an online application tool and offers a password-protected workspace with an application folder for applying in the state of Brandenburg. You can also get important instructions, information and support here in written form and in six explanatory videos in a total of six languages (Arabic, English, Farsi, French, Russian). You can find more information at 🌐 www.joblog.de