

International Placement Services (ZAV)

Boryana Valentino, Helena Marinho Rodriguez and Stefan Sprick, Lisbon, 20.05.-
21.05.2015

Living and Working in Germany



Bundesagentur für Arbeit

Welcome to Germany!



ZAV - International Placement Service

We offer opportunities.

Contents

- ZAV – your partner in recruitment
- The German Labour Market – most demanded professions
- Working in Germany – salaries, taxes and contributions to the social security system
- Applying in Germany
- Looking for jobs in Germany

ZAV – our services for jobseekers

The International Placement Services (ZAV)

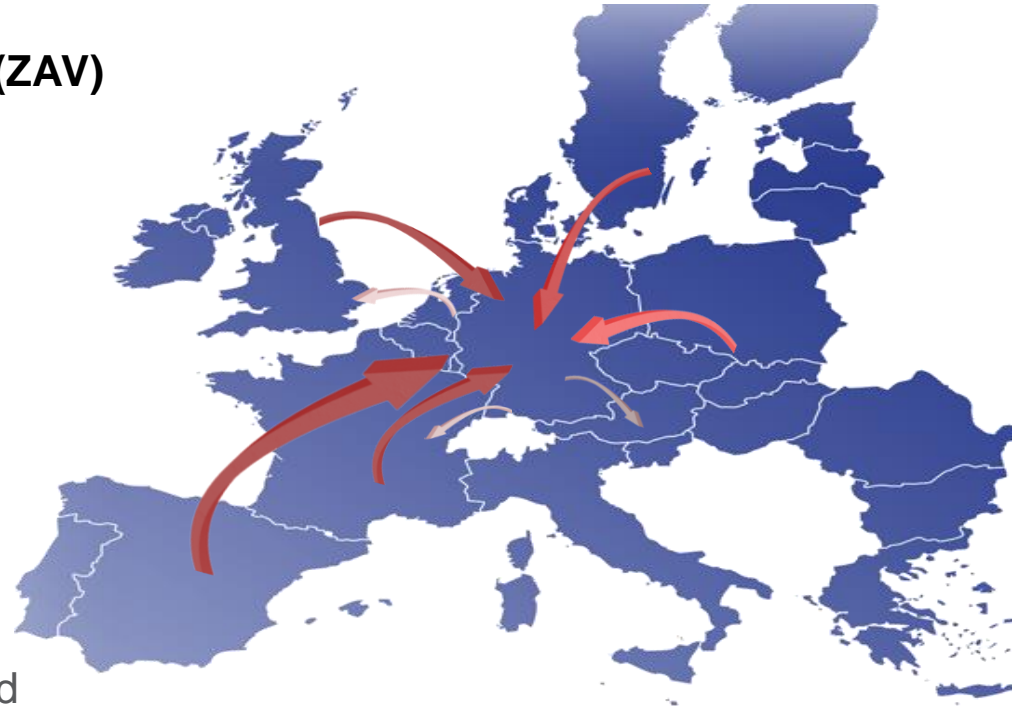
- EURES Germany

Provides services for:

- Jobseekers from abroad
- German repatriates
- German employers

Our responsibilities include:

- Placement for jobseekers from abroad
- Specific recruitment events in country of origin
- Placement for foreign graduates of German universities
- Information and advice about the German labour market and employment opportunities



DISCOVER THE DIFFERENCE!



Germany – an overview

- Surface area: 357.000 km²
- Population: 82.6 million
~ 15 mill. with a migration background
- Capital: Berlin
- 16 federal states



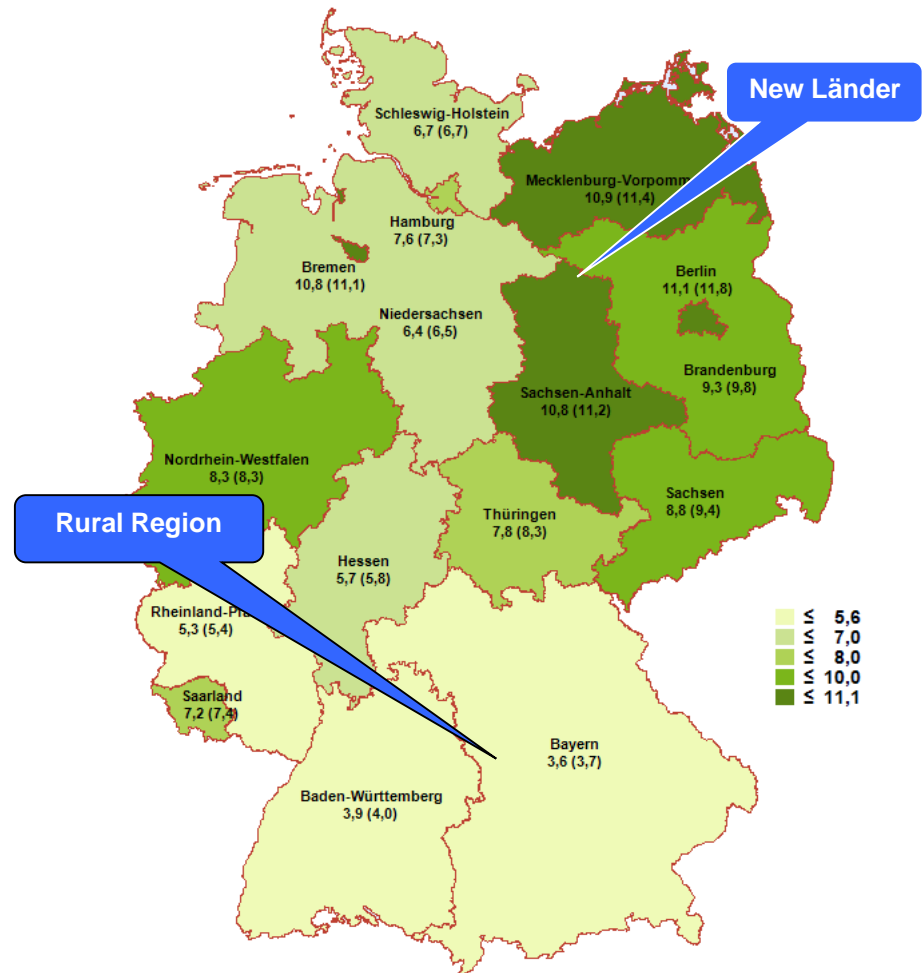
Source: www.make-it-in-germany.de

The German labour market

- Germany is looking for well-trained skilled workers ...
- ... but there are also regions with high levels of unemployment.

Unemployment rates February 2015:

- Germany: 6,9 %
- Western States: 6,2 %
- Eastern States: 10,2 %



The German labour market

- Germany has one of the lowest unemployment rates (6.9%) among EU Member States.
- For young people between the ages of 15 and 25, Germany has one of the lowest unemployment rates (7.4%).
- Dual vocational training is the main success factor in the German labour market. In this way employers have new recruits in their companies at an early stage and work with them to get good qualifications. More about “The Job of my Life”: www.thejobofmylife.de



Source: www.make-it-in-germany.de

The labour market in Germany.

Labour demand in following professions

- Engineers and IT specialists
- Medical doctors and nurses
- Logistic and transport personnel
- Hotel and catering staff
- Service personnel, cleaning service, craftsmen
- Metal workers, electricians
- Housekeepers and carers for the elderly



Is it really going to be that easy to find a job in Germany?

- No – many employers are looking for very specific competences and a certain level of German
- No - because German candidates mean competition
- No - the number of job offers is smaller than it seems
- No - the future demand can only be estimated

Any reasons that you should apply nevertheless?

- Yes – there are still enough vacancies
- Yes – the number of yearly graduates and specialists is not high enough to fill the gap
- Yes – more and more German employers start to think about their future demands and rethink their ways of looking for candidates
- Yes – there is no doubt that there will be a skilled worker shortage soon because of the demographic change

Requirements for most professions

- successfully completed formation
- good/excellent German skills
(B2-Level – Mittelstufe)
- often English skills desired
- work experience
- motivation
- capacity for teamwork
- willingness to acquire new skills



Wages in Germany



- Collective agreements and minimum wages – in many sectors the wage level is determined by law or by contract
- Significant regional wage differences (east-west/north-south)
- In Germany the stated salary is usually gross salary - net salary is less
- From 2015 there is a statutory minimum wage in Germany
- Working Time Models: full-time, part-time, mini job/marginal employment for 450 Euro per month

Social Security Scheme and Taxation

Social Security System:

■ Health Insurance	15,5 %
■ Unemployment Insurance	3,0 %
■ Pension	18,9 %
■ Long-Term Care Insurance	2,05 %
■ Work Accident Insurance	paid by employer

Taxation

- Income tax → 14 % - 42 % (Depending on income and marital status)
- Church tax → 8 % - 9 % of income tax
- Solidarity tax → 5,5 % of income tax
- Automatically deducted from the salary
- *Registration to the social insurance system will be made by the employer*

Engineers and IT-Specialists to Germany

Employee, *up to 2 years work experience*, single, no kids, in Bavaria, tax class 1, 40 h-week - Sample Salary Statement 2013:

	Month	Year
Salary	3583,33 €	43.000,- €
Social security contributions		
Pension Plan (Rentenversicherung, -9,45 %)	338,62 €	4.063,50 €
Unempl. insurance (Arbeitslosenvers., - 1,5 %)	53,75 €	645,00 €
Health insurance (Krankenversicherung, - 8,2 %)	293,84 €	3.526,00 €
<u>Long-term care insurance (Pflegevers., -1,275 %)</u>	<u>45,69 €</u>	<u>548,25 €</u>
Total Social Contributions	731,90 €	8.782,75 €
Taxation		
Solidarity tax, 5,5% of the income tax	46,34 €	556,11 €
Church tax, 9%, in Bavaria 8 % (Kirchensteuer)	67,41 €	808,92 €
Income tax (Lohnsteuer)	<u>842,58 €</u>	<u>10.111,00 €</u>
Total Taxation	956,33 €	11.476,03 €
Salary after deductions	1.895,10 €	22.741,22 €

How do I find a job?

EURES Germany

- Supports you in looking for a job in Germany. We're waiting for your application. Send your CV to workingermany@arbeitsagentur.de
- Federal Employment Agency's Job Exchange (Jobbörse) www.jobboerse.arbeitsagentur.de
- Job vacancies in German companies can also be found in the EURES portal: <http://ec.europa.eu/eures>
- Online job search websites: stepstone.de; monster.de; indeed.com; rekruter.de

Federal Employment Agency's Job Exchange (Jobbörse)

The screenshot shows the homepage of the JOBBÖRSE website. At the top, the header includes the logo and navigation links. A language dropdown menu is open, showing options like English, Deutsch, and Français. A blue callout box labeled "Select language" points to this menu. Below the header, statistics are displayed: 3,316,094 Applicant profiles, 812,166 Jobs, and 194,099 Apprenticeships. A blue callout box labeled "Register/log in" points to the "Log on" and "Registered with JOBBÖRSE yet?" links. The main content area is divided into sections for job seekers and employers. A search box is visible with fields for "Looking for", "Keyword(s)", and "Job location", and a "Search" button. A blue callout box labeled "Quick search/ Advanced search" points to the search area. On the right, there are links to various services like BERUFENET, KURSNET, and planet-beruf.de. The bottom of the page shows a taskbar with several open applications.

How do I apply?

Photo is expected

Covering letter: 1 page

Get ready!
We offer online application training, including training for university graduates in particular

<http://www.berufe.tv/weitere-filme/bewerbungstraining/bewerbungstraining-fuer-akademiker/>

Curriculum Vitae

Take ideas from the Europass CV for your own application!

<https://europass.cedefop.europa.eu/cvonline/>



Main guidelines for the setup of a CV

- don't waste the employer's time by sending CVs being far too long
- create a well structured CV to facilitate understanding the content
- make sure to have an appropriate choice of words
- reduce the content to the essential regarding the job offer
- avoid any orthographic mistakes
- use a photo displaying you in business attire and smiling

Writing a CV

Curriculum Vitae	
Personal Data: name, address, d.o.b., sexe, nationality, photo	Personal Information First name/Surname: José RUIZ Date of birth: 13.05.1985 Gender: male Nationality: Spanish Address: Avd. San Pedro 47 20754 DAGANZO-MADRID mobile: +34 784 42 89 07 Email: Jose.Ruiz@yahoo.es Skype: Jose.Ruiz100
	<div style="border: 1px solid black; padding: 10px; text-align: center;">your application photo here minimum size 4,5 cm x 6,5 cm</div>
1st section: your recent activity	since 06/2013 in the process of application German lessons (B1) at Goethe Institut, Madrid
	Work Experience
	07/2009 - 05/2013 Engineer in the Department of Engineering at Grupo Air, Bilbao, Spain <ul style="list-style-type: none">- Electro-pneumatic/electro-hydraulic automation for industry- Design for electro-pneumatic and electro-hydraulic installations and components according to the customers technical specifications- Supervision of manufacturing order from initial stages of component purchase to completion of assembly- Design of assemblies and components
2nd section: your different occupations and/or related internships	10/2008 - 05/2009 Project Development Assistant at SansMotive, San Sebastian, Spain; Machine tools within the automotive and wind energy sector <ul style="list-style-type: none">- Development of the mechanism to position pieces to mechanize- Management and Design of tools- Design and calculation of finite elements for special machine tools
3rd section: all parts of your studies and (academic) training	Education: University Studies
	10/2003 – 7/2008 Master Studies of Mechanical Engineering at University of Madrid, Thesis: Design of body parts of a racing car reducing the air drag <ul style="list-style-type: none">- Metals and Metal Processing- Fluid Dynamics- Automated Systems- Electrical Power and Machines

Writing a CV

contact info on every further page	José RUIZ - Avd. San Pedro 47 – 20754 Daganzo-Madrid – mobile +34784428907 – Jose.Ruiz@yahoo.es
4th section: High School or other	<u>Education: High School</u> 06/2003 High School diploma at Instituto P. Pascal, Madrid, Spain
5th section: languages and level	<u>Language Skills</u> <ul style="list-style-type: none">- Spanish: native speaker- English: independent language use (B2)- German: basic language use (A2)
6th section: specialised knowledge	<u>Specialised Knowledge</u> <ul style="list-style-type: none">- working with Computational Fluid Dynamics methods- Design of tools used in the production process in the automotive sector- Design of installations and parts of the assembly automation in the industrial area
7th section: all of your IT-skills	<u>Computer Skills and Competences</u> <p>excellent: AutoCAD Mechanical, Solid Edge, CFD, FEM/FVM good: Catia V5, Unigraphics NX, Pro-Engineer, MATLAB, C++, CYPE</p> <p>MS- programs and applications: WIN 7, WIN XP, MS Office (Word, Excel, PowerPoint)</p>
8th section: interests, sports, hobbies	<u>Hobbies</u> <p>Music: composing electronical music Photo: studying photographical techniques and digital image manipulation</p>
location, date and signature	Madrid 27/08/2013 <i>Signature</i>

Writing a Cover letter

Mario Rossi, Via Roma 1, Torino, 12080 (Italy), phone: 0039 388 1234567, e-mail: mario.rossi@gmail.com

IT Service Company
Ms. XYZ
Personalabteilung
Hauptstrasse 100
90441 Neustadt
Deutschland

Torino, May 7th, 2015

Application for the position of a Software Developer at IT Service Company
Reference –Number: IT 2015/6

Dear Ms. XYZ,

while looking for offers in the JOBBORSE I came across your job offer for the position of a Software Developer. Immediately my interest had been aroused when I found out that my skills and experiences would perfectly match with what you are looking for. So I decided to send my application documents to you.

I am aware that your company is well known among client companies worldwide for its customized solutions. I would be delighted to be part of *IT Service Company*, a company which has to face big challenges with every new project. Working for you would mean I could significantly contribute to the company's success and besides improve my skills constantly.

I finished my Master Studies in Computer Engineering in Torino last July. During my studies I attached great importance to writing programs by using **object-oriented languages**. I am very familiar with micro processor programming as well.

My final thesis was related to the **programming of hardware-related software** for heavy equipment in construction. After graduation I started gathering work experience while working for a heavy equipment producer in Rome. My main task there right now is ...

As I can learn from the job offer you are looking for candidates with experience in real time operating systems. Though I am **not an expert in OSEK** especially I am **very familiar in using real time operating systems because I am working with CORTEX nearly every day**.

Also you ask for knowledge in software programming for **embedded systems in C++**. I consider myself an **expert in C and C++ programming** as I have been using these tools since I started to study and still do at work. Furthermore you look for candidates with a profound knowledge in English. I have been **studying in Great Britain for more than 18 months**. That was when I became fluent in English.

During my university years and especially since I am working in Rome I developed my communicational skills and became a teamplayer. I am used to work hard and solve problems.

I would be glad to answer further questions you might have and I would very much appreciate to be invited to a job interview.

Thank you in advance for your consideration.

Yours sincerely
Mario Rossi

Attachments: Curriculum Vitae, Certificates

don't forget to mention your contact person

why am I interested in the company?

my studies and professional background

requirements of the offer which I fulfill

my strengths and skills/ reasons to hire me/ advantage for the company

Thank you for your attention!



Zentrale Auslands- und Fachvermittlung

Villemombler Straße 76

D-53123 Bonn

Telefon: + 49 (0)228 713-1313

Homepage: : www.arbeitsagentur.de; www.zav.de

E-Mail: workingermany@arbeitsagentur.de



Bundesagentur für Arbeit

Zentrale Auslands-
und Fachvermittlung (ZAV)