

Access

If you would like to work in our region, you should check in advance whether your residence status **allows you to work** in Germany. You will find this information on the residence permit in your passport. It is important to note that a work permit may be limited to a specific job, sector or company.

For some jobs you need **official recognition** in order to work in that field. They are e.g. jobs in healthcare, education and some branches of engineering.

However, for most jobs you do not need official recognition. When looking for jobs, it is an advantage to have an **assessment of equivalence** (Gleichwertigkeitsprüfung) or an **evaluation of your qualifications** (Zeugnisbewertung). Further information on this can be found on [IQ Netzwerk](#).

Bear in mind, that in most cases German is the working language as well as the company language. Therefore, a **knowledge of German** is always very important for work. The earlier you start learning German, the better you will be able to speak it, and the better chance you will have of finding work in our region.

Job Search & Applications

There are a lot of general **job portals** online, as well as some catering to specific sectors. Many companies also publish open vacancies on their own website. Small and medium-sized companies, in particular, are interesting employers who offer great job opportunities. If you are already in Germany, you can register with the **Employment Agency** to receive support and advice on looking for a job.

Applications for jobs in Germany always include a **CV** in tabular form and copies of your **degree/diploma** and **certificates**. In addition, a **cover letter**, a letter of motivation, is required by some companies. Any other documents that are needed will be specified in the job advertisement.

If a company is interested in you, you will be invited for an **interview** or a selection process. In the end, the company will decide if you are suitable for the job advertised. Depending on the sector, the whole process can take from one to three months and may consist of several selection interviews.

Legalities

A **work contract** may be limited to a period of time or unlimited. Make sure that the details in your contract are accurate and also check whether your visa requires an unlimited work contract. In general, the contract will specify a **fixed probation period**. During this time, you or your employer may terminate your contract without notice. After the probation period, special notice periods apply which are specified in your work contract. In addition, you will find important information in your contract regarding **working hours, holiday entitlement** and the **level of your salary**.

In Germany, income tax and proportional obligatory insurance contributions (health insurance, nursing care insurance, unemployment insurance, state pension) are automatically deducted from your **gross salary**. Your **net salary**, which is transferred to your bank account, is therefore less than the gross salary stated in your work contract. The amount of income tax you pay depends on your tax bracket and whether you are single or married. Having children is also an advantage as child allowance reduces your taxable income.

Good to know!

Self-marketing

You should actively market yourself in your job applications on the job market. Self-marketing means a CV which is interesting both content-wise and visually, as well as an authentic letter of motivation, specifically targeted at the individual job advertisement. It should be clear why you are the right person for that job and that company.

Importance of Qualifications

The local job market is very formal and requires official qualifications. Remember to include your documents as well as your job references in your job applications.

Language Courses

Make sure that language courses lead to a qualification that is officially recognised. Further information can be found [here](#).