



ENNEPE-
RUHR-KREIS



Welcome to the information event „Working in Germany“

For a better understanding!

You can translate the following Information into English using the QR code on the invitation or directly here [English!](#)



Program of this day

Part 1: Greeting

09:00 – 09:15 Uhr

- General information about the Jobcenter and its organisation

Part 2: Der DurchStarter = Starter for work

09:15 – 10:00 Uhr

- Presentation of the Starter for work
- Information on the labor market and job applications

Break

Part 3: The employer service

10:15 – 11:00 Uhr

- Presentation of the employer service
- Current vacancies on the regional job market

Break

Part 4: Open question and answer sessions

ab 11:15 Uhr

- Time for your personal questions

Das Jobcenter EN - JC EN

The JC can be found in the following cities in the ENNEPE-RUHR-KREIS



Regionalstelle Witten/Wetter/Herdecke

Standort Witten, Holzkampstraße 7b, 58453 Witten

Regionalstelle Witten/Wetter/Herdecke

Jugendberufsagentur Witten, Schlachthofstraße 27, 58455 Witten

Regionalstelle Witten/Wetter/Herdecke

Standort Wetter, Bismarckstraße 7, 58300 Wetter

Regionalstelle Witten/Wetter/Herdecke

Standort Herdecke, Kirchplatz 8, 58313 Herdecke

Regionalstelle Hattingen

Hüttenstraße 45, 45527 Hattingen

Regionalstelle Südkreis

Schwelm, Ennepetal, Breckerfeld, Gevelsberg, Sprockhövel

Rheinische Straße 41, 58332 Schwelm

Who is doing what?

Leistungssachbearbeitung (LSB) = People responsible for Payment

- Apartment, Flat
- Monthly money

Aktivierender Bereich (Integrationscoach = IC = Integration coach)

- General advice to find and start work
- Language courses, recognition of foreign academic degrees, further education, support services and promotional benefits
- Further life help

Who is doing what?

DurchStarter = Starter for work

- Help for everything about taking up work
- For example: career guidance, application documents, jobsearch, job interviews etc.

Arbeitgeberservice = Employer service

- Job training fairs, application days, jobsearch
- Contact to employers and support benefits for employers

What do you receive?

You receive...

- Money for living and accommodation
- Assistance in the search for work

What do you have to do for this?

You must...

→ Find and start work quickly

Additional income possibilities (monthly salary) are unlimited!

and so reduce your citizen's money from the jobcenter



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Durchstarter = Starter for work

Offer of the starter for work

What do we do?

- Help for your job search
- Assistance with applications and job searches
- Offer of individual coaching
- Additionally various theme days as group work

A short overview of the topics from the Durchstarter = Starter for work

Infos to..

- ..Social insurances
- ..Income tax groups
- ..gross/net income
- ..and what that means for you

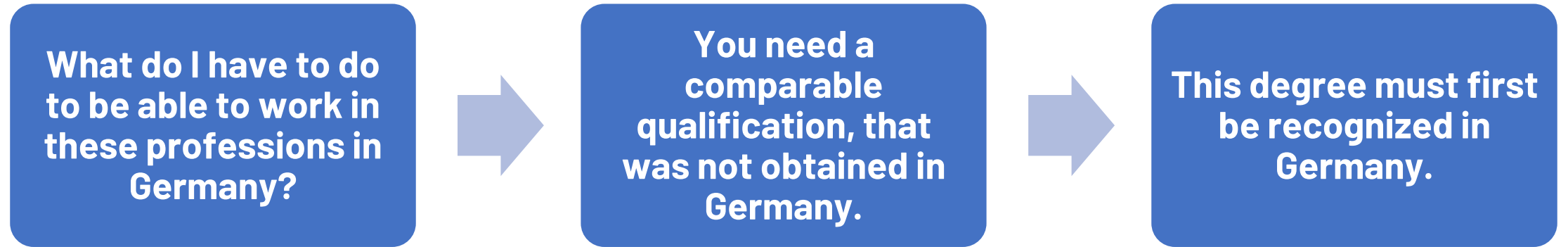
Infos about regulated professions

There are regulated professions in Germany, that require a special training and/or study program in order to be able to practice them.

These include for example:

- Medical professions
- Professions in the legal sector
- Teaching at state schools

Infos about regulated professions



Most professions are not regulated, but it can be useful to have your qualifications recognized in order to find a job that matches your qualifications.

www.anerkennung-in-deutschland.de

Infos on forms of employment

Vollzeit = full time

Teilzeit = part time

Befristet = limited time (fixed-term)

Unbefristet = unlimited

Schichtarbeit = Shiftwork; 3-shiftwork (early, noon, night), 2-shiftwork (early, noon), conti shift (2 days early, 2 noon, 2 night, 2 days free, or similar shifts)

Infos to the employment contract

The basis of employment

But what **must** be in an employment contract?

- Name and address of the employer and the employee
- The start date of work (employment); in case of a fixed-term also the end date of work
- Working time per week
- Work location
- Your activity/work tasks

Infos to the employment contract

..also:

- Number of vacation days per year
- Amount of salary and time of payment
- Length of the probationary period
- Periods of notice
- Obligations in the event of illness (for example: when does an AUB
[sick note from the doctor] have to be presented?)
- Regulations for overtime

Infos to the employment contract

What **can** be in an employment contract?

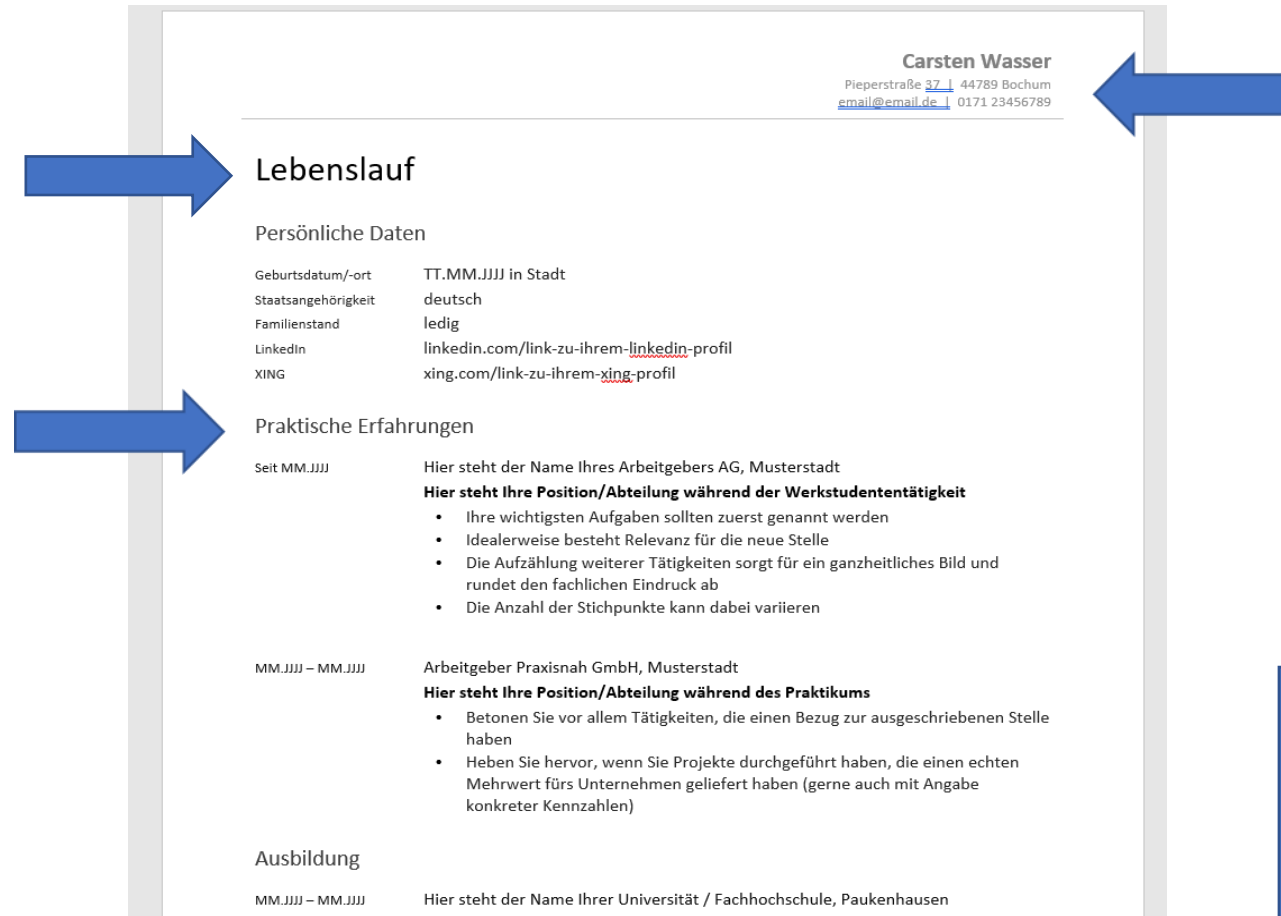
- Special conditions
- Work clothes
- Break regulations
- ...
- ...

How do I get a job?

The basis is the application!

- Application letter
- Personal résumé, curriculum vitae = CV
- Certificates, school reports, documentary evidence...

Example of a tabular résumé, CV , you can find examples on the internet



Carsten Wasser
Pieperstraße 37 | 44789 Bochum
email@email.de | 0171 23456789

Lebenslauf

Persönliche Daten

Geburtsdatum/-ort	TT.MM.JJJJ in Stadt
Staatsangehörigkeit	deutsch
Familienstand	ledig
LinkedIn	linkedin.com/link-zu-ihrem-linkedin-profil
XING	xing.com/link-zu-ihrem-xing-profil

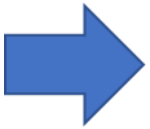
Praktische Erfahrungen

Seit MM.JJJJ	Hier steht der Name Ihres Arbeitgebers AG, Musterstadt Hier steht Ihre Position/Abteilung während der Werkstudententätigkeit <ul style="list-style-type: none">• Ihre wichtigsten Aufgaben sollten zuerst genannt werden• Idealerweise besteht Relevanz für die neue Stelle• Die Aufzählung weiterer Tätigkeiten sorgt für ein ganzheitliches Bild und rundet den fachlichen Eindruck ab• Die Anzahl der Stichpunkte kann dabei variieren
MM.JJJJ – MM.JJJJ	Arbeitgeber Praxisnah GmbH, Musterstadt Hier steht Ihre Position/Abteilung während des Praktikums <ul style="list-style-type: none">• Betonen Sie vor allem Tätigkeiten, die einen Bezug zur ausgeschriebenen Stelle haben• Heben Sie hervor, wenn Sie Projekte durchgeführt haben, die einen echten Mehrwert fürs Unternehmen geliefert haben (gerne auch mit Angabe konkreter Kennzahlen)
Ausbildung	
MM.JJJJ – MM.JJJJ	Hier steht der Name Ihrer Universität / Fachhochschule, Paukenhausen

Important:
At the end you should
always sign your
résumé.

Infos on artificial intelligence (KI)

- Resume generator and free résumé templates (CV)
- Optimization of application letters in the internet ChatGPT, Bing, Perplexity AI etc.



The documents must then be adapted to DIN5008 (Norm for business letters)!

Infos about job portals

Apply on the company's homepage

Many companies /employers only allow applications on their own homepage and set certain requirements.

- ..Maximum megabyte (MB) limit
- ..length of the résumé/cv (for example not longer than 1 page)
- ..File types
- ..Required documents

In some cases, registration in the applicant portal is also necessary!

Infos about career networks

Social-Media-Platforms for business-contacts

For example:

- XING
- LinkedIn
- ...

The most frequently asked questions in a job interview



Useful websites on the subject of Job profiles and further training

For example:

- BerufeNet
- PlanetBeruf
- Mein-now
- ...

Thank you for your attention!

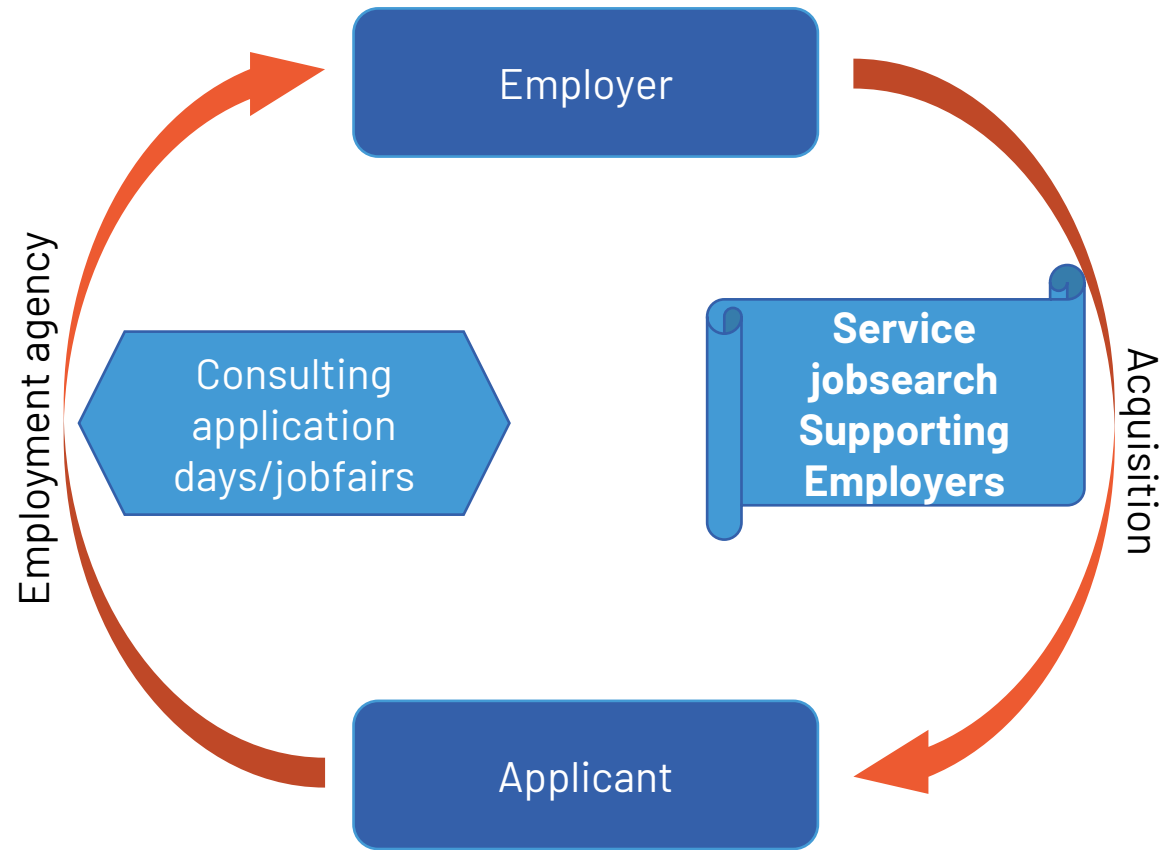


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Employer service

The employer service, acquisition and employment agency



Offer „Employer service“

Acquisition team

- Acquisition of jobs
- Regional job market
- Support benefits for employers
- Contact for employers



6 Acquirers

Placement team

- Consultation in individual appointments
- Information and application days
- Job fairs
- Job-Speed-Datings
- digital offers



8 Employment agency

Regional Job market



Office
accounting



Information
Tech (IT)



Sale
distribution



Handicraft



Storage
Fork Lift



Kitchen
service



Production
Machines



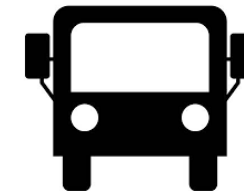
Cleaning



Engineer



Care
nursing



Bus/Truck



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Companies in the EN-Kreis

شركات لها مقر في منطقتنا

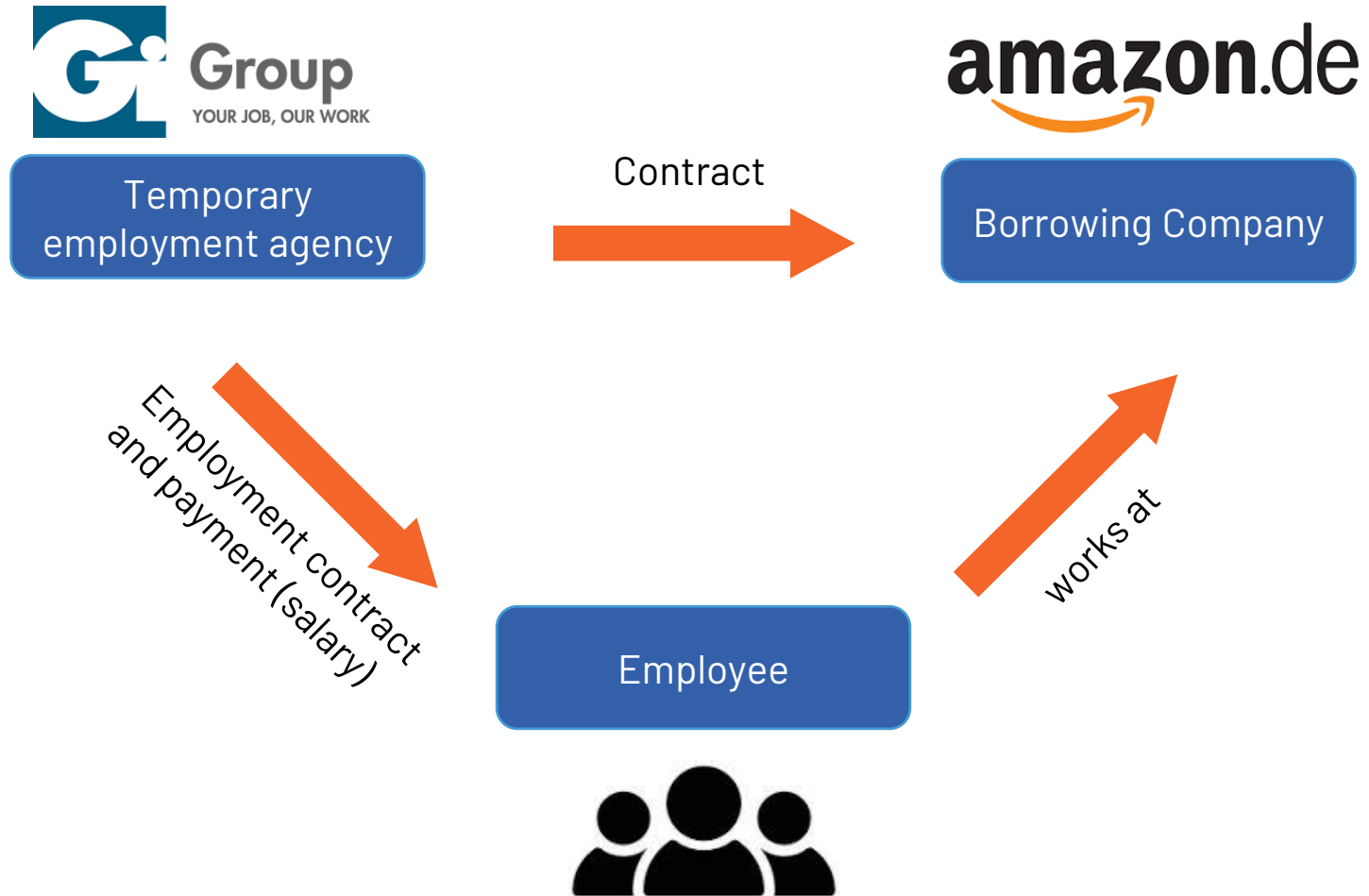


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Temporary employment agencies



Temporary employment agencies

- Temporary work is an entry-level opportunity with companies that have high entry barriers
 - Opportunities to be taken on through good work performance
 - Some companies hire exclusively through temporary employment agencies
- Salaries are regulated by law and therefore offer a high level of security → collective salary agreement



Funding opportunities, IC = integration coach

Integration subsidy (EGZ)

- Support for employers
- Application by the employer
- Equalization of:
 - Lack of professional experience
 - Knowledge of languages
 - qualification
 - Health restrictions

Employer measure (MAG)

- Practical training / Test work
 - Registration with the integration coach
 - Reimbursement of travel costs
- Get to know the profession and company
- Language training
- Convince personally

Funding opportunities, IC = Integration coach

Start-up money (ESG)

- Only possible in individual cases
- Talk to the IC and apply **before** starting work
- Depending on person and employment contract
- no legal claim

Agency budget (VB)

- always talk to IC **beforehand**
- For example: Options for covering application costs
- Translation costs / recognition of foreign academic degrees and more



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And now?

- **Feel free to contact us**
- **Current jobs can be found on the notice boards**