



Federal Government Commissioner
for Migration, Refugees and Integration
Office for the Equal Treatment of EU Workers



Checklist for EU employees: What do I have to consider before starting work?



What documents do I need when I move to Germany for work?

You can minimise delays or problems with your new employer, authorities and health insurance companies if you have the following documents with you:

✓ **Valid identity card or passport**

Note: Residence permit and work permit are not required for citizens of the European Union and the EEA! The European Economic Area (EEA) also includes Iceland, Liechtenstein and Norway.

✓ **Study and work certificates / work references**

✓ **European Health Insurance Card (EHIC) or a temporary replacement certificate**

✓ **Form [PDU1](#) – Proof of your periods of unemployment insurance in your home country**
(does not apply to students / young professionals)

✓ **[Form E104](#) or [S1](#) – Proof of your social security contribution periods in your home country. The statutory health insurance funds in Germany also accept [Form A1](#) as proof.**

✓ **For unemployed persons: Form PDU 2 - Import of benefit entitlements from abroad**

source: www.arbeitsagentur.de

Tip: All forms for social insurance in other European countries can be downloaded [here](#).

Checklist: What do I need to clarify before starting work in Germany?

- ✓ **Check the recognition of professional qualifications:** Depending on the nature of your profession, official recognition of your qualifications is mandatory or possible as a voluntary option. More information [here](#).
- ✓ **Register your place of residence:** Within two weeks of moving in, you must register with the residents' registration office (Einwohnermeldeamt) or the Citizens' Registration Office (Bürgeramt). You will then automatically receive your tax identification number.

Note: It is temporarily possible to take up employment without a registered residence and tax identification number, if you have previously applied for a certificate for [income tax deduction](#) from the tax office.

- ✓ **Bank account:** You must have an account set up at any bank for the salary transfer ([basic account](#) is sufficient).
- ✓ **Conclude an employment contract:** The employer must provide you with an employment contract no later than one month after you start work. An [employment contract](#) concluded verbally is also valid as long as the most important contractual conditions have been agreed.
- ✓ **Inform health insurance:** You inform your employer which health insurance company you are or wish to be insured with. You choose your health insurance company in Germany yourself. You can find more information [here](#).
- ✓ **Training certificate for the food industry:** If you work in food preparation, sales, or catering, you must complete a short hygiene training course and receive a certificate.

Note: Please note the specific requirements for mini-jobs at the [Mini-Job Center](#). There is special information for [cross-border commuters](#) and [seasonal workers](#).

Tipp: In addition to this checklist, our [Guide to Authorities](#) for EU Citizens (available in several languages) will help you with the necessary administrative procedures in Germany.

What an employment contract must regulate:

✓ Contracting parties

It must be clear between which parties the contract is concluded: Names, addresses and clear information on who is the employer and who is the employee.

✓ Type and location of the job

The job title and area of activity should be as specific as possible. Work is usually performed at the employer's headquarters; frequent relocations should be specified in the employment contract.

✓ Working hours

The regular weekly working hours are 35 to 40 hours per week. Part-time is possible.

✓ Duration of the employment relationship

The employment contract is concluded for an unlimited period or for a limited period.

✓ Salary

The gross remuneration must be stated as a monthly or annual salary. In addition to the basic salary, other components can be added, for example allowances and bonuses.

✓ Payment of salary

Unless otherwise regulated, the money must be transferred to the account on the last working day of the month.

✓ Limitation periods

If the employer does not pay the wages or only partially, the employee must request the employer to pay the wages within these deadlines.

✓ Illness

The [Continued Remuneration Act](#) applies here. More information can be found under "[Wages without work](#)".

✓ Dismissal

The notice periods for the employment relationship must be regulated. Four weeks to the 15th or last working day of the calendar month are usual.

✓ Probationary period

Mostly it is six months, for more complex tasks up to nine months; a probationary period can also be waived.

✓ Overtime

Overtime must be regulated; as must the overtime pay or the compensation in time off.

✓ Holiday

The law provides for 20 holiday days per year for a five-day week (for six working days, 24 days). Additional holiday days are often stipulated in collective agreements.

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Disclaimer

The information was compiled with the necessary care. Liability for correctness, being up to date and for completeness is excluded.