

Beratungsstelle Arbeitnehmerfreizügigkeit Schleswig-Holstein  
(Advice Centre for Labour Mobility)

## ► Appointment request

Date

**Dear Sir or Madam,**

Owing to the large number of requests we receive, we can only issue advice appointments on the basis of prior notification. We therefore ask you to complete this form.

Surname:

First name:

Contact address in Schleswig-Holstein:

Date of birth:

Phone:

E-mail:

Please provide a brief description of your concern

**PLEASE NOTE: If you have been served with a notice of termination it may be important to meet certain deadlines.**

Date and form of the notice of termination:

verbal

written



Please use a cross to indicate the additional topics that you would like to discuss with us during your appointment:

### A. Working conditions

- I need general information on work in Germany (employment contract, small business, mini-job, social security, tax).
- Notice of termination
- I have not received my salary
- I have some queries regarding my contract of employment
- I have some queries regarding my salary and the minimum wage
- Piece-work
- I have some queries regarding unemployment benefit (Arbeitslosengeld I)
- I do not have any breaks and rest periods
- I work longer than eight hours a day
- I would like to clarify my holiday entitlement
- I have not received the holiday pay to which I am entitled
- My employer has not issued me with any employment documents (employment contract, pay slip)
- My employer has not registered me for social security
- I have problems with the tax office/with tax
- I have problems with health insurance
- I have problems with sick pay
- I have had an accident at work
- I have some queries on maternity protection (protection from dismissal during pregnancy)
- I need help in legal proceedings against my employer
- Other – please specify on the first page

### B. Self-employed activity/trade

- Business registration (Registration in the Trade Supervisory Office and the Tax Office)
- Problems with tax number
- Problems with business documentation (order confirmation, contract for work, invoice)
- My invoice has not been paid
- Problems with tax
- Health insurance
- Accident insurance and accident at work
- Old age pension scheme
- Top-up benefits at Job Centre
- Other – please specify on the first page

Submit the form to the Beratungsstelle Arbeitnehmerfreizügigkeit (Advice Centre for Labour Mobility)

Beratungsstelle Arbeitnehmerfreizügigkeit Schleswig-Holstein (Advice Centre for Labour Mobility)

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