

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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