

Candidate questionnaire

Date: ____ / ____ / 20____

Applicant ID (internal): _____

1. Personal details

- First name / surname (as in passport): _____
- Date of birth: ____ / ____ / ____ Place of birth: _____
- Nationality: _____
- Marital status: [] Single [] Married [] Divorced [] Children: _____
- Current address: _____
- Telegram / WhatsApp: _____
- Email: _____
- Emergency contact (name and phone): _____

2. Desired position / goal in Germany

- Desired position(s): _____
- Second-choice position: _____
- Preferred sector: [] Logistics [] Construction [] Production [] Electrical / plumbing [] Hospitality / hotel [] Nursing [] IT [] Other: _____
- Preferred region / city: _____
- Working pattern: [] Full-time [] Part-time [] Shifts [] Nights [] Weekends
- Start date: [] As soon as possible [] From: ____ / ____ / 20____
- Willingness to travel / work away on assignment: [] No [] Yes; how often? _____

3. Work experience

- Current occupation / role: _____
- Total work experience: [] Less than 1 year [] 1-2 years [] 3-5 years [] More than 5 years
- Last three employers (company / country / dates / position):
- 1. _____
- _____
- 2. _____
- _____
- 3. _____
- _____
- Main duties / skills (please be specific): _____
- _____
- Experience with standards / processes: [] SOP [] ISO [] HACCP [] GMP [] Occupational safety
- Tools / machinery / software, if relevant: _____
- _____

4. Education / qualifications / recognition

- Highest qualification: ☐ School ☐ Vocational training ☐ University ☐ Master craftsperson ☐ Other: _____
- Field of study / training: _____ Year: _____
- Diploma / certificates available: ☐ No ☐ Yes
- Recognition in Germany, if needed: ☐ Not required ☐ Already recognised ☐ Applied for ☐ Not yet started
- Willingness to complete recognition / adaptation: ☐ No ☐ Yes
- Who should pay the costs? ☐ Candidate ☐ Employer ☐ Partly: _____

5. Language skills

- German: ☐ A0 ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1
- Evidence: ☐ None ☐ Goethe ☐ telc ☐ ÖSD ☐ Other: _____ Level: _____
- English: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1
- Other languages: _____

6. Legal status / visa / documents

- Current location: ☐ Abroad ☐ Germany; city: _____
- Residence status, if in Germany: ☐ EU ☐ §24 ☐ Residence permit ☐ Duldung (temporary suspension of deportation) ☐ Other: _____
- Do you need a visa? ☐ No ☐ Yes; for what purpose? _____
- Passport valid until: ____ / ____ / ____
- Certificate of conduct / criminal record extract available: ☐ No ☐ Yes
- Documents available (tick all that apply): ☐ Passport ☐ CV ☐ Certificates / diploma ☐ Employment references ☐ Certificates ☐ Driving licence ☐ Code 95 ☐ Language-course evidence
- Willing to send documents digitally (PDF / scan): ☐ Yes ☐ No

7. Driving licence / mobility

- Driving licence: ☐ None ☐ B ☐ C ☐ CE ☐ D
- Code 95: ☐ No ☐ Yes ☐ Planned
- Own car: ☐ No ☐ Yes
- Willing to travel between work locations: ☐ No ☐ Yes
- Forklift / crane licence: ☐ No ☐ Yes; which? _____

8. Health / ability to work (work-relevant details only)

- Physically able to perform demanding work (standing, lifting / carrying): ☐ Yes ☐ No
- Maximum lifting weight, if relevant: _____ kg
- Able to work shifts / nights: ☐ Yes ☐ No
- Medical limitations affecting the work: ☐ No ☐ Yes; brief details: _____
- _____

9. Pay / expectations

- Desired pay: _____ € per hour gross or _____ € per month gross
- Minimum acceptable pay: _____
- Willingness to work shifts / overtime: [] No [] Yes
- Notice period / availability: _____

10. Relocation / accommodation

- Willing to relocate to Germany: [] No [] Yes
- Able to relocate within Germany: [] No [] Yes
- Accommodation needed: [] No [] Yes
- Maximum rental budget: _____ € per month
- Acceptable accommodation: [] Shared flat / room [] Flat [] Employee accommodation
- Relocation support expected: [] No [] Yes; for: [] Flight [] Visa [] First month's rent [] Deposit [] Other: _____

11. References / additional information

- References available: [] No [] Yes; contact: _____
- Certificate of conduct / background check accepted: [] Yes [] No
- Comments, e.g. motivation, strengths, limitations: _____
- _____

12. Consent and declaration

- Accuracy: [] I confirm that all information is truthful.
- Consent to data processing (GDPR): [] I consent to my data being processed for placement / recruitment and shared with potential employers.

Place / date: _____ Signature: _____