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# Registration as a job seeker with the Federal Employment Agency

Heruntergeladen am 16.06.2025

<https://fimportal.de/xzufi-services/6000387/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99007026261000
Leistungsbezeichnung I	Registration as a job seeker with the Federal Employment Agency
Leistungsbezeichnung II	Registration as a job seeker with the Federal Employment Agency
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> <li>• § 2 [Sozialgesetzbuch Drittes Buch (SGB III)](<a href="http://www.gesetze-im-internet.de/sgb_3/index.html">http://www.gesetze-im-internet.de/sgb_3/index.html</a>) \- Zusammenwirken mit den Agenturen für Arbeit               <ul style="list-style-type: none"> <li>• § 38 SGB III - Rechte und Pflichten der Ausbildungs- und Arbeitsuchenden</li> <li>• § 141 SGB III - Persönliche Arbeitslosmeldung</li> </ul> </li> </ul>
Teaser	You should contact the Federal Employment Agency (Bundesagentur für Arbeit) as soon as possible if
Volltext	<p>You should contact the Federal Employment Agency (Bundesagentur für Arbeit) as soon as possible if</p> <ul style="list-style-type: none"> <li>• you are threatened by termination of your present employment,</li> <li>• your fixed-term employment contract expires,</li> <li>• you are looking for work again after a longer period of illness,</li> <li>• you are about to complete school, professional training or a course of study and have no job prospect yet,</li> <li>• you want to return to work after a long period of raising children,</li> <li>• you are looking for a job for other reasons.</li> </ul> <p>The sooner you submit your registration, the sooner the Federal Employment Agency can help you find a new job.</p> <p><b>**Legal obligation to register**</b></p> <p>Employees and trainees are legally obliged to report to the Federal Employment Agency at least three months before the end of their employment or training relationship.</p>

## Modul

## Sachverhalt

If you learn that your employment or training will end in fewer than three months, you must submit the registration within three days of being informed of the date of termination.

**\*\*Note:\*\*** The obligation to register as a job seeker also applies if you take legal action against the termination and hope for continued employment.

**\*\*Registration by letter, online or by telephone\*\***

Early registration as a job seeker is possible by telephone, in writing (letter, fax, email) or online via the Internet platform "Jobbörse".

To register by telephone, the Federal Employment Agency's uniform nationwide telephone number is available Monday to Friday from 8:00 a.m. to 6:00 p.m.: free service number 0800 455 5500.

Please send your written registration as a job seeker to the responsible local office of the Federal Employment Agency, stating your personal data and the termination date of your present employment contract.

## Erforderliche Unterlagen

- Valid identity card or valid passport and current registration certificate, if relevant proof of residential status
- Pension insurance number
- Employment contract, training contract
- Letter of termination
- Your CV(curriculum vitae)

## Voraussetzungen

- You have been given notice of your termination.
- Your fixed-term employment contract will not be extended.
- You are of working age.
- You are available for job placement. (You are able to take up reasonable employment – that is subject to social insurance – for a minimum of 15 hours per week).

**\*\*Notes:\*\***

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## Sachverhalt

- You are considered to be fit to work (\_erwerbsfähig\_) when you are between 16 and 67 years old.
- You are considered to be able to work (\_arbeitsfähig\_) if you are available to work for a minimum of 15 hours per week.

## Kosten

## Verfahrensablauf

- If you have registered as a job seeker, you will receive a personal appointment with your job consultant at the responsible Federal Employment Agency office in due course.
- While your employment is still ongoing, your applicant profile will already be created in a personal interview with you.
- From this point in time, the Federal Employment Agency will be able to send you suitable placement proposals.
- In any case, become active yourself even before you become unemployed and avail yourself of the opportunity to get advice on the support offered by the Federal Employment Agency.

**\*\*Attention!\*\*** If you do not show up for the initial appointment without an important reason, you will be deregistered from the job placement services, as the Federal Employment Agency cannot gather the information necessary for suitable placements.

## Bearbeitungsdauer

Usually a few minutes. The personal consultation on site usually takes between 30 and 60 minutes.

## Frist

- In the event of having been given notice of termination: within 3 days
- In other cases: at least three months before the date of termination of the present employment

## weiterführende Informationen

## Hinweise

## Rechtsbehelf

**Modul**

**Sachverhalt**

Kurztext

Ansprechpunkt

Zuständige Stelle

Formulare

Ursprungsportal