



## Registration form for Swiss citizens living abroad

### Information and advice on seeking a job in Switzerland

Personal details	
Last name:	Date of birth:
First name(s):	Marital status:
Nationality(ies):	Gender:
Ins. no. (or AHV no.):	
Residential address abroad	
Street / house number:	
Postcode / City:	Country:
Contact details	
Telephone number with country prefix:	
Email:	
Possible correspondence languages:	
Date of arrival	
Date on which you intend to take up residence in Switzerland:	
Is this date certain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date as of which you are ready to work in Switzerland:	
Search region	
Preferred cantons for job search:	
Willingness to travel: (please check only one answer)	<input type="checkbox"/> not willing to travel <input type="checkbox"/> daily commuter <input type="checkbox"/> certain regions of Switzerland <input type="checkbox"/> all of Switzerland
Driver's licence category:	
(Please indicate as per the vehicle categories at <a href="http://fuehrerausweise.ch/ausweiskategorien/">http://fuehrerausweise.ch/ausweiskategorien/</a> - not available in English)	
Previous employer	
Company name:	
City / Country:	
Industry:	Website:

<b>Language(s):</b> 1 = excellent      2 = good command      3 = basic knowledge      4 = no knowledge		
<b>Native language</b>		
<b>Other languages</b>	<b>spoken</b>	<b>written</b>
<b>Occupations / positions sought</b>		
<p>Full time / part time: _____ %            (Please indicate a percentage between 10% and 100%.            Example: 1 working day = 20%)</p> <p>Are you flexible with regard to working hours?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<b>Declaration of consent to disclose information</b>		
<p>I hereby confirm that certain information from my profile may be viewed in the public employment services database, AVAM, as follows:</p> <p>- Job-room.ch in the public domain (anonymous):      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>- Job-room.ch in the secure domain:      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>    • With contact details:      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>- Employer / private employment agency:      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<b>Services of the State Secretariat for Economic Affairs SECO</b>		
<ol style="list-style-type: none"> <li>1. Jobseeker details included in the database of public employment services (AVAM)</li> <li>2. Advice on applying for positions upon request by the individual seeking employment</li> <li>3. Support in job search (geographic region, desired occupation, etc.)</li> <li>4. Job opportunities posted on our AVAM database</li> </ol>		
<b>Jobseeker's obligations</b>		
<ol style="list-style-type: none"> <li>1. Send completed application including any required documents</li> <li>2. Follow recommendations (respond to vacancies listed, make adjustments to CV, etc.)</li> <li>3. Provide proof of personal work search efforts</li> <li>4. Provide information on changes to your planned return to Switzerland (cancellation, early or late return, etc.)</li> </ol>		
<b>Remarks</b>		
Place and date:		

Please attach the following documents to your application: \*)

- Copy of a valid form of ID (identity card or Swiss passport)
- Copy of insurance certificate (AHV card), if available
- CV (in one of the Swiss national languages as a Word file)
- Copies of your certificates, diplomas \*\*)
- Copies of employment references \*\*)

\*) Please note that high-quality scans will increase your chances when seeking a job.

\*\*\*) Please ensure that documents are complete, in chronological order and, if possible, saved as a single PDF file.

**Please send the completed registration form by email with the necessary attachments to the following address: [info.eures@seco.admin.ch](mailto:info.eures@seco.admin.ch).**

#### **Important information:**

- Persons wishing to [return to Switzerland](#) within 2 months of contacting EURES will not be included in the database of job seekers in Switzerland. We recommend that you apply for jobs in Switzerland before you return and to contact the [regional employment office \(RAV\)](#) at your planned place of residence **immediately after returning to Switzerland**. The regional employment office (RAV) is obliged to register your application and offer its services. Only complete applications will be processed.
- Unemployed persons currently residing in an EU member state may register at a regional employment office (RAV) upon arrival but are not eligible for any benefits under Swiss unemployment insurance. They must contact the relevant authority in the EU country and request their unemployment benefits be transferred to Switzerland.