



# INITIAL INFORMATION for refugees from Ukraine

## Looking for a job in Austria?

Here at the Public Employment Service Austria (AMS), we assist and advise you on how best to enter the Austrian labour market. We can inform you about job offers, German language courses and other qualifications you might need.

Our common goal is to find the right job for you as quickly as possible.

### Welcome



The Public Employment Service Austria (AMS) is the official Austrian employment agency with locations in various cities and districts called **local offices**. Your place of residence determines the respective local AMS office.

#### What we offer:

- Information and advice
- Job referrals
- German language courses
- Training and further education courses
- Special offers for women
- Information on childcare

### Your first visit to the AMS



Take your time: Let's find out together what works best for you!

Please bring the following with you on your first visit to the AMS:

- your blue residence card for refugees, and
- if available: your e-card (insurance card)  
or documentation containing your social security number

If you speak little or no German at all, please bring an adult with you who can translate for you.

### Work permit



Before you can begin your new job, your work permit must be issued by the AMS.

If you already have the prospect of a job, whether arranged by the AMS or found by yourself, your new employer will submit the work permit application to the AMS.

### What information we need from you



Please immediately report to us any changes in your situation whenever:

- you start a new job or take up old work
- you have notified us of a job which does not materialise
- you have changed your place of residence
- you are sick and also when you are well again
- you cannot keep an appointment at the AMS



- **alle jobs:** the job search engine of the AMS. It searches all jobs registered with the AMS and available on the internet. All current job offers in Austria are only a click away.
- **eJob-Room:** here you can create your personal applicant profile and be contacted by companies.
- **AMS Job App:** all job offers in Austria directly to your mobile phone or tablet
- Use the [application portal](#) for more assistance when drafting your application.



**You have already completed your school education, vocational training or university education? Then you should have your certificates recognised. In Austria, this process is called “nostrification” (“Nostrifikation” or “Nostrifizierung”).**

#### Recognition of school certificates

Consult the Federal Ministry of Education at [www.bmbwf.gv.at/Themen/schule/schulrecht/nostr.html](http://www.bmbwf.gv.at/Themen/schule/schulrecht/nostr.html)

#### Recognition of college and university degrees

The recognition is performed by the respective college/university: [www.berufsanerkennung.at](http://www.berufsanerkennung.at)

#### Recognition of professional qualifications

Contact points for people with qualifications acquired abroad (AST) [www.anlaufstelle-erkennung.at](http://www.anlaufstelle-erkennung.at)

**Regulated professions:** if you have worked as a teacher, health care worker, nurse, medical doctor, lawyer, architect, or in construction and civil engineering, you must provide proof of vocation and take the required examinations.



The AMS and the [Austrian Integration Fund \(ÖIF\)](#) offer and help you find the right language course for you.

There are various German courses:

- for persons who speak little or no German, respectively who cannot read the written language
- for persons who already have knowledge of German

Together we will find the right German course for you.



#### Useful addresses:

Career Information Centre (BIZ, BerufsInformationsZentrum ) [www.ams.at/biz](http://www.ams.at/biz)  
BIZ office is available at most AMS locations. The BIZ offers all information related to occupations and on how you can learn these professions in Austria free of charge.

#### For women:

[www.ams.at/arbeitsuchende/karenz-und-wiedereinstieg/adressen-fuer-frauen](http://www.ams.at/arbeitsuchende/karenz-und-wiedereinstieg/adressen-fuer-frauen)

- Women's Career Centre (FBZ, Frauenberufszentrum) and Young Females Career Centres (MBZ, Mädchenberufszentren)
- Women and young females counselling offices
- Childcare centres

Counselling centres for migrants: [www.migrant.at/ueber-uns/bst/](http://www.migrant.at/ueber-uns/bst/)

Go to [www.ams.at](http://www.ams.at) or contact your competent AMS office for more details.

We wish you every success in your job search!