

LIST of required employment documents

- CV

Scans of personal documents:

- Passport or identity card
- Residence registration form
- Completed and signed form 'Application for cashless salary payment - disclosure of bank details'
- Proof of receipt of family allowance or a comparable foreign allowance for the granting of child allowance
- Testimonials (a-level, graduation, final degree, diploma, conferral of a doctorate etc.)
- References
- In case of disability: official notification of the extent of disability
- In case of need: notarized translation of the final grade certificate (a-level, graduation, final degree, diploma, conferral of a doctorate etc.)
- Information on additional employment in Austria or abroad

Additional requirements for foreign persons (does not apply to EU nationals): Scans of required documents:

- Residence permit
- Visa (visa C – Erwerb, visa D – Erwerb)

Additional requirements for persons in the European Economic Area:

- Confirmation of registration
(must be applied for by the employee at the relevant settlement authority within 4 months of entry if the stay exceeds 3 months)

ATTENTION:

Missing or incomplete documents may delay the processing of your employment.