



Office of Economic Affairs
Labor Inspectorate
Laupenstrasse 22
3008 Bern

**Commencement of work by
gainfully employed foreign nationals**

Application by

Business

Street

Competent
person

P.O. Box

Mail

Zip Code / Place

Telephone

Industry

Employee

ZEMIS-No.

Surname

First name

Date of birth

Marital status

Profession

Nationality

Current address

Employment as a

Hours per week

Gross salary*

Length of employment

Commencement
of job on

Reasons

Last employment in Switzerland

Employer

Permit

Employed as

From

to

Signature

Place and date

Stamp and signature of employer

Place and date

Signature of employee

Decision of the Labor Market Authority

Place and date

Stamp and signature of the Labor Market Authority

* including the prevailing Old Age Pension and Survivors' Insurance (AHV) rates for board and lodging, withholding tax and social insurance contributions 01.2020

Major provisions

1. Please enclose the following with your application which must be signed by hand (in German, French or English):

A. For foreign students with Permits B + L:

- Copy of foreigner's identity document or personal identification card (passport, ID card)
- Copy of employment contract

B. For foreign nationals from non-EU countries:

- Curriculum vitae
- Training certificates / diplomas
- Employment contract
- Copy of passport or ID card
- Evidence of several weeks of looking for a job in Switzerland and in all of the EU/EFTA States

C. For posted workers (employed for more than 90 days in Switzerland):

- Curriculum vitae
- Training certificates / diplomas
- Copy of passport or ID card
- Confirmation of posting
- Copy of Agency contract or Contract for work and services

D. For self-employed service providers (working in Switzerland for more than 90 days):

- Official evidence of self-employment
- Curriculum vitae
- Training certificates / diplomas
- Copy of passport or ID card
- Copy of Agency contract or Contract for work and services

2. Salaries, welfare benefits and general working conditions

The standard salary and employment conditions for the location and industry are to be observed.

The employer has to bear the withholding tax (tax at source).

As an employer you are responsible for ensuring that your employees have appropriate housing and adequate insurance cover against sickness, accident and the economic consequences thereof.

The salary indicated in the application is deemed to be binding and must not fall below this amount.

A copy of this application is to be handed over to your employee at the latest when he/she commences work.

3. Prerequisites

The employer is obliged to notify the job vacancy to the Regional Employment Service (RAV) for applications for new employees from non-EU/EFTA countries. The job must be notified accordingly several weeks prior to making the application to employ foreign workers using the platform www.job-room.ch.