

# Consent Form - Holiday Work Program in Germany

## Important Information & Agreement

Please read this information carefully before submitting your application. By submitting this form, you confirm that you understand and agree to all conditions of the Holiday Work Program in Germany.

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### 1. What is the Holiday Work Program (Ferienjob)?

The Holiday Work Program allows **international students from non-EU countries** to work temporarily in Germany during their **semester break** (study-free period).

- ✓ **Legal basis:** §14 Abs. 2 Beschäftigungsverordnung (BeschV)
  - ✓ **Maximum duration:** 90 calendar days per year
  - ✓ **Only during:** Semester break / study-free period
  - ✓ **Work approval:** ZAV (German Federal Employment Agency) approval required
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### 2. What the Holiday Work Program IS

- ✓ **Temporary employment** during your university vacation
  - ✓ **Legal work** with official work permit (ZAV approval)
  - ✓ **Paid employment** with minimum wage guarantee (€14.60/hour from 2026)
  - ✓ **Learning experience** - German language, culture, and work environment
  - ✓ **Simple work** - logistics, cleaning, kitchen help, packing, production
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### 3. What the Holiday Work Program IS NOT

- ✗ **NOT a study program** - no academic credits
  - ✗ **NOT an internship** - no specialized training in your field
  - ✗ **NOT a permanent job** - maximum 90 days per year
  - ✗ **NOT a pathway to immigration** - you must return after the program
  - ✗ **NOT guaranteed** - visa and work approval decisions are made by German authorities
  - ✗ **NOT paid vacation** - this is real work with responsibilities
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## 4. What You Will Receive

### ✔ Employment Benefits

- **Legal employment contract** with German employer
- **Minimum wage:** €14.96/hour (from 2026) or higher
- **Monthly payment** via bank transfer or cash
- **Accommodation** usually provided by employer (cost: 18-22€ per day)
- **Work accident insurance** covered by employer
- **Payslip** every month for tax refund purposes

### ✔ Support & Documentation

- **ZAV work permit approval** (applied by employer)
  - **Visa support** documentation for embassy
  - **Work certificate** (simple reference letter upon request)
  - **Emergency contacts** (SHB, Managing Partner, Employer)
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## 5. What You Must Provide

### 📁 Required Documents

- ✔ Valid passport (minimum 6 months validity beyond employment period)
- ✔ University enrollment certificate (from non-German university)
- ✔ Proof of semester break / study-free period
- ✔ CV / Resume (English or German) Europapass Template
- ✔ Passport photo (biometric, white background)
- ✔ Health insurance (mandatory for visa and stay)
- ✔ Accommodation confirmation (provided by employer)
- ✔ Police clearance certificate (if required based on job/country)

### 💰 Your Costs

You are responsible for (estimated cost):

- ✘ Visa fee: €75 - €90 depending of the Embassy in your Country
- ✘ Health insurance: €50-120 (3 months)
- ✘ Flight/travel to Germany: approx. €700-1,000
- ✘ Accommodation: €18-€22/day (if not included by employer)
- ✘ Living expenses: €200-250/month

## 6. Your Responsibilities & Obligations

### Work Performance

- ✓ **Be punctual** - arrive on time for every shift
- ✓ **Work reliably** - complete assigned tasks
- ✓ **Follow safety rules** - wear protective equipment, follow workplace safety
- ✓ **Respect working hours** - maximum 40 hours/week, 5 days/week
- ✓ **Inform immediately** if sick or unable to work

### Accommodation & Conduct

- ✓ **Keep accommodation clean** and tidy
- ✓ **Respect house rules** and quiet hours (22:00-6:00)
- ✓ **Report any problems immediately** to employer or Managing Partner
- ✓ **No alcohol or drugs** during work hours
- ✓ **No confidential social media posts** about workplace

### Communication

- ✓ **Report address changes** immediately
  - ✓ **Respond promptly** to messages from employer, Managing Partner, or SHB
  - ✓ **Ask questions** if something is unclear
  - ✓ **Be honest and direct** - Germans value clear communication
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## 7. Laws & Regulations You Must Follow

### German Labor Law

You must comply with:

- ✓ **§14 Abs. 2 BeschV** - Holiday employment for foreign students
- ✓ **Mindestlohngesetz (MiLoG)** - Minimum wage law (€14.60/hour from 2026)
- ✓ **Arbeitszeitgesetz (ArbZG)** - Working Time Act
  - Maximum 40 hours per week
  - Minimum 11 hours rest between shifts
  - Maximum 5 working days per week
- ✓ **BGB §§611a ff.** - Employment contract obligations
- ✓ **Occupational Safety Regulations** - follow all safety instructions

## **Immigration & Residence Law**

- ✓ **Valid visa required** (if your country requires one)
- ✓ **Work only for approved employer** - no job changes without new ZAV approval
- ✓ **Maximum 90 days per year** - strictly enforced
- ✓ **Work only during semester break** - not during academic term
- ✓ **Register your address** with local authorities (Anmeldung)
- ✓ **Leave Germany** before visa expires

## **Prohibited Activities**

- ✗ **No illegal work** - only work for approved employer
- ✗ **No job switching** without new ZAV approval
- ✗ **No overstaying** visa or work permit
- ✗ **No criminal activities** - violations may result in deportation
- ✗ **No violation of house rules** or workplace regulations

## **Health & Safety**

- ✓ **Mandatory health insurance** - must be valid for entire stay
  - ✓ **Report accidents immediately** - workplace accident insurance covers you
  - ✓ **Follow all safety instructions** - wear required protective equipment
  - ✓ **In emergencies call 112** - police, fire, ambulance (free, 24/7)
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## **8. Important Restrictions**

### ✗ **You CANNOT**

- Change jobs without new ZAV approval
- Work more than 90 days per year
- Work during academic semester
- Stay in Germany after program ends without proper visa
- Claim unemployment benefits or social welfare
- Bring family members on this visa

### **No Liability for SHB**

**SHB Personalservice GmbH acts as consultant only, not as:**

- ✗ Recruiter
- ✗ Employer
- ✗ Visa guarantor

## SHB is NOT responsible for:

- ❌ Visa approval/rejection decisions by embassy
- ❌ Employer cancellations or disputes
- ❌ Salary delays or payment issues
- ❌ Accommodation problems

**SHB provides:** Documentation support, process guidance, and coordination - but final decisions are made by German authorities and employers.

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## 9. Consequences of Non-Compliance

If you violate German laws, work permit conditions, or program rules:

- ⚠️ **Immediate termination** of employment contract
  - ⚠️ **Visa cancellation** and deportation
  - ⚠️ **Ban from re-entry** to Germany/Schengen area
  - ⚠️ **No refund** of visa, travel, or program costs
  - ⚠️ **Legal prosecution** for serious violations
  - ⚠️ **You must organize return travel** at your own cost
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## 10. Data Protection & Privacy (GDPR)

**By submitting this form, you consent to:**

- ✅ **Processing of your personal data** for program participation
- ✅ **Sharing necessary documents** with:
  - Employer (for employment contract)
  - ZAV (for work permit approval)
  - Embassy/Consulate (for visa processing)
  - Managing Partner (for coordination)
- ✅ **Data storage** only during program duration
- ✅ **Data deletion** within 30 days after program completion
- ✅ **GDPR compliance** - your data is protected under EU regulations

## 11. Tax Information

### Income Tax

- Approximately **25% income tax** deducted from salary
- Employer withholds tax automatically
- Tax refund possible** - file tax return after year-end to get refund
- Keep all payslips** for tax refund application

### No Social Security Contributions

- Short-term employment (≤90 days)** = no regular social security contributions
  - Accident insurance** covered by employer
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## 12. Emergency & Support

### Emergency Numbers

- **Police, Fire, Ambulance:** 112 (free, 24/7, EU-wide)
- **Medical helpline (non-urgent):** 116 117

### Support Contacts

**1st Contact:** Your employer/supervisor

**2nd Contact:** Managing Partner in Germany

**3rd Contact:** Ferienjob Support ([info@ferienjob26.de](mailto:info@ferienjob26.de))

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## 13. Your Consent & Declaration

By submitting this application form, I confirm that:

- I have **read and understood** all information above
- I am **currently enrolled** at a university outside Germany
- I will work **only during my semester break** (study-free period)
- I agree to comply** with all German laws and regulations
- I understand this is **temporary work** (maximum 90 days/year)
- I accept that **visa/work permit decisions** are made by German authorities
- I understand **SHB is a consultant only** and not liable for visa, employer, or payment issues
- I am responsible for **all costs** (visa, insurance, travel, accommodation)
- I will **leave Germany** before my visa/work permit expires
- I consent to **data processing** as described above (GDPR)
- I understand that **violations may result in deportation** and re-entry ban

All information I provide is **true and accurate**

## 14. Final Important Notes

### **No Guarantees:**

This application does NOT guarantee:

- Visa approval
- Job placement
- Specific employer or location
- Specific salary above minimum wage

### **Your Commitment:**

Once you receive a job offer and sign the contract:

- You are legally obligated to fulfill the contract
  - Cancellation may result in costs and damage to future applications
  - Professional behavior and reliability are expected
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### **Questions?**

If anything is unclear, please ask before submitting this form:

 [info@ferienjob26.de](mailto:info@ferienjob26.de)

 [www.ferienjob26.de](http://www.ferienjob26.de)

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