

Working in Austria

Surface area: 83,870 km²

Population: 8,067,300

Workforce:

agriculture: 2%

industry: 32%

services sector: 66%



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1. General

1.1 Geography and Population

Austria covers a surface area of 83,870 square kilometres and has a population of 8,067,300 including 708,700 foreign nationals. Vienna, Lower and Upper Austria and Styria are the most populated provinces, whereas Burgenland is the least populated. Vienna is the most densely populated province of Austria with 3,738 residents per square kilometres; Tyrol is the least densely populated province with 53 inhabitants per square kilometres. The average life-expectancy of a newborn child in 2004 is 79 years of age.

Austria is bordered by Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

Austria is a federal state made up of nine provinces; each province has its own capital:

Province	Capital of Province
Burgenland	Eisenstadt
Carinthia	Klagenfurt
Lower Austria	St. Pölten
Upper Austria	Linz
Salzburg	Salzburg
Styria	Graz
Tyrol	Innsbruck
Vorarlberg	Bregenz
Vienna	Vienna

1.2 The political system

Austria is a democratic republic whose laws emanate from the people. The Federal President of Austria is the supreme representative of the State. He represents the Republic abroad, in addition to his other duties (acting as Supreme Commander of the Austrian Armed Forces, appointing the Federal Chancellor and the Federal Government as well as high ranking officials of the provinces and concluding international agreements, etc.).

The legislative body of Austria is the Parliament, which consists of two houses-- the National Council (*Nationalrat*) and the Federal Council (*Bundesrat*). The Federal Government is headed by the Chancellor who conducts governmental affairs with the assistance of the Vice-Chancellor, cabinet ministers and state secretaries.

Each province is administered by its own government, headed by a provincial Governor (*Landeshauptmann*) elected by the provincial parliament (*Landtag*).

Austria has been a member of the European Union since 1995.

1.3 Climate

Austria has a typical central European transitional climate (warm summers, cold winters and adequate precipitation). Moreover, there are two additional distinct climatic zones in the interior regions of Austria: the east shows a Pannonian climate (warm-to-hot summers, relatively low precipitation and cold winters), while the central Alpine region has the characteristic features of the Alpine climate (as compared to the east, more precipitation in summer and long winters with heavy snowfall).

1.4 Languages

The official language of Austria is German, moreover, Croatian, Slovenian and Hungarian are also recognized as official languages in regions where autonomous ethnic groups are living. English is the first foreign language in Austria and is generally taught as of the first grade of primary school. However, many Austrians, particularly older ones, do not speak a foreign language.

2. Arrival in Austria

You should look into living and working conditions before your move to Austria.

2.1 Short-term accommodations in hotels and youth hostels

In case you still need to book an accommodation, you will find many **hotels and pensions** in Austria at various standards and price categories.

Information about hotels and pensions may be found by consulting the Internet site:

<http://www.austria-tourism.at/>

You may only stay at a **youth hostel** (*Jugendherbergen*) if you possess a valid membership card from the Austrian Youth Hostels, the Austrian Youth Hostel Association (*OEJHW*) or one of the organizations associated with the IYHF (International Youth Hostel Federation). You may purchase a membership card at any of the provincial government offices or directly at the hostel. There is no uniform regulation concerning the maximum length of stay at a youth hostel. You should inquire about this at the youth hostel of your choice.

Additional information which is also available in English and French may be obtained from Austrian Youth Hostels Internet sites at: <http://www.oejhw.at> or at <http://www.jugendherberge.at>

2.2 Compulsory registration

Any person establishing his/her residence in Austria is obliged to register with the police within 3 days of arrival.

Responsible authorities to contact in this regard:

- in large cities with federal police stations: the registration office of the federal police station (*Meldeamt der Bundespolizeidirektion*)
- in Vienna: the registration office of the municipal district office (*Magistratische Bezirksämter*)
- for other locations: the municipal office (*Gemeindeamt*)

You will need to bring the following documents:

- a residence registration form ([Meldeformular](#)) duly filled out (=Meldezettel): This form may be obtained from the responsible registration authorities, tobacconist shops (*Trafik*) and certain registry offices (e.g. in Vienna).

You are also required to provide your:

- name (including previous names, if any),
- date of birth,
- place of birth,
- gender,

- and nationality
- passport and birth certificate
- residence registration certificates for any other places of residence
- The residence registration form must be signed by the lessee (the owner or the property management) and the lesser, submitted personally or by a person of trust or sent by post.

Upon registering in Austria, your personal data will automatically be saved in the Central Registry (*Zentralen Melderegister (ZMR)*) and made available to various authorities. If you wish to obtain information about a person's place of residence, you may send an inquiry to the Central Registry (*ZMR*) at your local registration office (for a fee!).

Every person registered in Austria is attributed a personal number in the Central Registry (*ZMR-Zahl*). This number is indicated on the registration certificate (*Meldebestätigung*) and is saved in the Central Registry.

2.3 *Residence in Austria*

Swiss citizens and European Union (EU)/European Economic Area (EEA) citizens and their family members (Swiss citizens or EU/EEA citizens) do not require a residence permit to enter and stay in Austria as they enjoy both exemption from a visa requirement and freedom of establishment. However, they must be able to provide accommodations and health insurance for themselves and their family members, or to be able to demonstrate that they have real employment prospects.

EU/EEA citizens can apply for an “official identification with photo for EEA citizens“ (*Lichtbildausweis für EWR-Bürger*) with the responsible district administrative authority or at the police headquarters.

Privileged third country nationals i.e. family members of EU/EEA as well as Austrian citizens (spouse, children, step-children, adopted children, grandchildren as well as family members in an ascending line, if financial support is granted for them) are entitled to freedom of establishment (e.g. they are entitled to a residence permit). A residence permit is obligatory in all cases. A residence permit can be applied for in Austria following entry on a visa-waiver basis (*sichtvermerksfreier Einreise*) or a residency visa (Type D visa).

The following documents are required for the application of a residence permit:
(The German translation of any foreign documents must also be enclosed.)

- application form (duly filled out in German; a separate application form must be filled out for each applicant)
- copies of expired passports
- valid passport
- residence registration form (*Meldezettel*) and copy
- identity photo
- marriage certificate if applicable
- proof of all-risk health insurance coverage
- proof of accommodation (e.g. tenancy agreement)
- birth certificate
- police certificate of good conduct (*Führungszeugnis*) is required for first-time registrations.

Issuing authorities are:

- District administration authorities (*Bezirkshauptmannschaft*) or
- The Alien Registration Authority Office (*Fremdenpolizeiliches Büro*) at the Federal Police Headquarters (*Bundespolizeidirektion*)

Additional information is available at the [Help-Server](#) (in German, English, Czech, Slovak, Hungarian and the Slovenian language).

An overview of the legal situation of migrants is available at: <http://www.migrant.at> (in German, Serbian, Croatian, Bosnian and the Turkish language) as well as at: <http://www.integrationsportal.at>

2.4 Bringing domestic and household pets into Austria

New EU-wide rules apply effective 1 October 2004 for travelling with household pets within the EU and after 3 July 2004 for bringing in dogs, cats and ferrets from third countries to the European Union.

Import and entry of animals from third countries:

Household pets are defined as any animals whose species or race are suitable for being kept in household areas: dogs, cats, ferrets, golden hamsters, guinea pigs, rabbits, canaries, budgerigars and other similar birds as well as tropical aquarium fish, amphibian, reptiles and invertebrates (with the exception of bees and crustaceans).

Aquarium fish, amphibian, reptiles and invertebrates are only included if they do not require a special permit in accordance with the Convention on the International Trade in Endangered Species (exotic snakes, lizards, crocodiles, and certain species of spiders).

Due to animal protection laws, possession of certain animal species either requires a permit or is forbidden for safety reasons (i.e. game animal species requiring special care and maintenance).

A person is entitled to bring **a maximum of five animals** per person into a country.

When private persons bring dogs, cats or ferrets from third countries into the European Union, a **veterinary certificate** must be submitted for each animal. In addition, every animal must be easily identifiable through a clearly visible tattoo or microchip.

The **veterinary certificate** (Commission Decision 2004/203/EC) must be issued in German or English by an official licensed veterinarian and certified by the competent authority. Furthermore, proof must be provided that the animal has been vaccinated against rabies by submitting an appropriate document such as an international vaccination certificate.

You will find more specific information in the respective animal protection law of the individual provinces or from the competent authority: in large cities: the Municipal District Offices (*Magistratische Bezirksämter*); in Vienna: the veterinary centre departments of the Municipal District Office (*Veterinärabteilung der Magistratischen Bezirksämter*) or in other areas: at Municipal offices (*Gemeindeamt*).

Further information may be obtained at the homepage of the Austrian Federal Ministry of Health and Women (*BMGF*) ([Homepage des Bundesministeriums für Gesundheit und Frauen](#)).

Travelling with household pets within EU/EEA countries

As of 1 October 2004, any travellers who want to take their household pets such as dogs, cats and ferrets with them when travelling to countries within member states of the EU/EEA, will be required to obtain an **EU pet pass** for each pet.

The EU pet pass is issued by **veterinarians** in English as well as the language of the respective country. This pass replaces the previously required vaccination certificate. Your pet should be tattooed or have an implanted microchip to ensure it can be matched with its respective EU pet pass.

Additional information is available at the [homepage of the Federal Ministry for Health and Women](#) in the section entitled “Entry of pets when travelling from third countries“ ([Reiseverkehr und Einfuhr von Heimtieren aus Drittländern](#))

Austrian Federal Ministry of Health and Women

Contact person:

Dr. Amely Krug-Putz

Dept. IV/B/8

E-mail: amely.krug@bmg.gv.at

Travelling with horses within EU/EEA countries

Additional information is available in the section entitled “Bringing horses into the EU“ ([Pferden in der EU](#)).

Import of products of animal origin

New regulations are also in force concerning the [import of specific products of animal origin such as meat and sausage](#).

Tax and fees for animals

In almost all municipalities, certain taxes and fees for animals have to be paid. The amount of the fees depends on your place of residence. Contact your competent municipal office or your municipal district office (in cities).

Reporting diseases and animal burials

If you suspect that your household pet has been infected with epizootic disease, then promptly report this to the veterinarian departments of the municipal office, the district administration (in cities), or to the closest police station (in cities) or local police authorities (*Gendarmerie*).

As a general rule, the bodies of animals which have perished, or have been put to sleep must be disposed of for epidemic and hygienic reasons. The owner is obliged to promptly report the death of an animal to the competent authorities: the Municipal office (*Gemeindeamt*), the Municipal Authority (*Magistrat*), in Vienna: the city cashier’s office (*Stadtkasse*), the Animal Remains Removal Ltd. (*Tierkörperbeseitigung Wien GesmbH*), or the Vienna animal crematorium, any official veterinarian or the closest police station or local police authorities.

Please note: It is prohibited to bury animal corpses by yourself!

Additional information is available at:

- General information about keeping household pets at the [help-server](#) in the section entitled household pets: (*Haustiere*)

- The Veterinarian Department of the Federal Ministry of Health and Women. (*BMGF*)
- Radetzkystrasse 2, A-1031 Vienna, Tel: +43 1 71100-4824, Fax: +43 1 710 41 51
- Veterinarians: <http://www.tierarzt.at>

3. Living conditions

3.1 Currency

Austria's currency unit is the Euro (€), 1 Euro is comprised of 100 cent. Since 1 January 2002, the EURO has replaced the Austrian Schilling as the official means of payment.

3.2 International dialling code

The international dialling code for making telephone calls to Austria is: +43 (0043).

3.2.1 Emergency numbers

Fire department:	122
City and local police: (<i>Polizei/Gendarmerie</i>)	133
Ambulance:	144
Doctors on call:	141
Pharmacy on duty:	15 50
Poison emergency line:	01/406 43 43
Social psychological emergency assistance	01/310 87 79
Helpline for children (<i>Rat auf Draht</i>):	147
Suicide and crisis intervention hotline:	142
Helpline against domestic violence: free helpline number (24-hour hotline):	0800/222 555
Consultations for men:	01/603 28 28

Emergency hotline and emergency services on weekends: <http://www.notruf.at>

3.3 Retail business hours

Food stores, tobacconist shops (*Trafik*) and bakeries are generally open from Monday to Friday from 6:00 a.m. to 6:00 p.m. and on Saturdays until noon. These shops are often closed over the noon hour (approx. noon to 3:00 p.m.).

Many larger food stores (e.g. supermarket chains) remain open until 7:00 p.m. without a lunch break and on Saturdays until 6:00 p.m.

New legislation allows shops, supermarket chains etc. to remain open until 9:00 p.m.

Tobacconist shops (*Trafik*), food stores and bakeries in rural areas are often closed one afternoon a week.

Other shops are generally open from 9:00 a.m. (10:00 a.m. in some cases) until 6:00 p.m. (7:00 p.m. in some cases) and on Saturday until 6:00 p.m. at the latest.

In most large shops such as supermarkets, you can pay by cash card (*Bankomatkarte*) or credit card.

3.4 Opening hours of banks and other financial institutions

Banking hours are not standardized throughout the country.

However, banks are normally open from Monday to Friday from 8:00 a.m. – 12:30 p.m. and 1:30 p.m. to 3:00 p.m.

Banks remain open until 5:00 or 5:30 p.m. one day a week.

3.4.1 Opening a bank account

To open a bank account, find the nearest **bank or financial institution** of your choice. You are generally required to present valid identification with photo (passport, personal I.D. or a driver's license) in order to open a checking account; a residence registration certificate (*Meldezettel*) may be required as proof of residency in Austria.

You will also need to provide the bank with the following information: name, date of birth, nationality, marital status, number of children, address of primary residence, telephone number, name and address of employer.

If you are in the process of looking for a job in Austria and are receiving unemployment benefits, most banks and financial institutions will generally not grant you a cash card (*Bankomatkarte*) which enables money to be withdrawn from a bank or financial institution other than your bank during closing hours); furthermore, your checking account will not be allowed to be overdrawn. However, you will generally receive a "service card" which, in most cases, will permit you to withdraw cash from your checking account from designated areas at your bank branches and financial institutions even during closing hours.

You will generally receive your service card within a period of 10 days following the opening of your bank account. During this period, you may withdraw money directly at the counter of your bank (you will be required to show a piece of identification with photo).

If you are presently employed, your bank will generally grant you a cash card (*Bankomatkarte*) and an overdraft limit after the regular transfer of your salary to your account for a period of 3 months. If you would require a cash card as well as overdraft facilities, an employment contract or work card is generally required.

The **largest bank and financial institutes** with many branches throughout Austria include:

- [Bank Austria – Creditanstalt](#)
- [Die Erste](#)
- [Raiffeisenbank](#) (with branches in small cities and villages as well)
- [P.S.K.](#) (Austrian postal savings with branches in post offices in small cities and villages as well)
- [Volksbank](#)

3.5 Driver's license

Driver's licenses which have been issued in other EU/EEA countries are also valid in Austria. You must personally report change of address to the authority responsible for the area of your principal residence.

The responsible **authorities** are:

- the Federal Police Headquarters (*Bundespolizeidirektion*) in capital cities of the provinces
- the regional district administrative authority (*Bezirkshauptmannschaft*) of your district of residence.

Additional information on driver's license categories, driving tests, step-by-step training etc. is available at: <http://www.help.gv.at>
Detailed information concerning motor vehicles is available at Austrian automobile clubs such as:

- [ARBÖ](#)
- [ÖAMTC](#) as well as
- [VCÖ](#)

3.6 *Motor-Vehicle licenses*

In any event, before moving to Austria, it is recommended that a person become **well versed** with regulations concerning **your motor vehicle**.

You will find information about self-importing your own vehicle by consulting: [Eigenimport von Kraftfahrzeugen durch Private](#), ÖAMTC, the Austrian automobile club, or by consulting the section in the help site (<http://www.help.gv.at>) which deals with self-importing a private vehicle ([Eigenimport von KFZ.](#)) The automobile club, [ARBÖ](#) may also be consulted.

Overview

If you wish to import your automobile (motor vehicle) to Austria when you move here, you must first of all report to the official **Motor Vehicle Inspection Centre** ([Prüfstelle](#)) located at the respective government office responsible for the province where you maintain your primary residence. Homologation ([Typisierung](#)) will be provided on the basis of the technical inspection of your motor vehicle performed there. You will receive the inspection results or the so-called **Inspection Certificate** (*Interimsbescheinigung*).

For this **inspection** - following consultation with the Motor Vehicle Inspection Centre in your area of residence - you will need to submit the following documents amongst others:

- title abstract (i.e. invoice, contract for sale of motor vehicle, deed of gift, foreign vehicle documents in your own name)
- EU Certificate of Conformity (COC) (*Übereinstimmungsbescheinigung*) = EU-operating permit for vehicles between 1994 and 1997 or general importer's certificate of safety for older vehicles
- For vehicles manufactured in 1997 or after, the EU-COC is already included in vehicle documents (titles).
- If there is no COC document, please provide two photos of your motor vehicle in addition to your safety certificate.
- your residence registration certificate (*Meldezettel*)
- an identity document
- approx. 150 Euro

In order to report the importation of your car, you will need to submit the inspection certificate and your residence registration certificate (*Meldezettel*) to the Tax office competent for your area of residence (*Wohnsitzfinanzamt*). At that time you will be required to pay a standard consumer tax called a **NOVA** (*Normverbraucherabgabe*). The amount charged for the NOVA depends on technical data concerning your car (purchase price or current resale value, HP or KWH horse power, etc.). You may make inquiries with a car dealer or automobile associations in Austria (ÖAMTC or ARBÖ) to determine the amount of the NOVA. Once the amount has been determined, fill out the “**NOVA 2**“ **Form** (available at the Tax office) and pay the appropriate tax. You will receive an inspection confirmation certificate (*Freigabebescheinigung*).

Finally, arrange for third-party insurance by choosing from among one of the large number of insurance companies (e.g. *Generali* etc.). Then apply to the Registration Department (*Zulassungsstelle*) of your insurance company for the definitive licensing of your vehicle.

You will need to provide the following documents among others:

- motor vehicle documents (technical data, registration certificate)
- foreign license plates
- duly filled out automobile registration form
- proof of insurance contract (concerning third-party insurance taken out)
- residence registration certificate (*Meldezettel*)
- ID document with photo (driver's license, passport or personal identification)
- confirmation of payment of the NOVA tax
- Inspection Confirmation Certificate (*Freigabebescheinigung*) + sales contract (*Kaufvertrag*), or a leasing contract if applicable etc.
- 150 Euro - 170 Euro (depending on motor vehicle)

You will receive your license plate and the inspection sticker at the Registration Department.

3.7 Housing

In Austria 41% of new housing (1998) is comprised of detached and semi-detached houses, and 54% of new flats are in residential buildings divided into several flats. In towns and built-up areas there are large numbers of rented, housing association and owner-occupied flats in multi-storey buildings. Detached and semi-detached houses predominate in rural areas.

Apartment rents vary greatly according to region, the rent for an average apartment for the year 2002 was the least expensive in Burgenland at 3.52 Euro/ m² and most expensive in Vorarlberg at 5.82 Euro / m². Rent per m² depends on various factors such as proximity to transport, infrastructure, residential area and the apartments' furnishings.

Smaller apartments are generally more expensive per square meter than larger ones, and in addition to rent, operating costs (about 25% of the net rent), heating, gas and electricity costs must also be taken into account.

Rent for most principal-tenant housing (*Hauptmietwohnungen*), social housing (*Gemeindewohnungen*) and association housing (*Genossenschaftswohnungen*) are regulated throughout Austria by the **Rent Act** (*Mietrechtsgesetz*), which categorizes principal-tenant housing (older buildings) according to their installations (heating, WC in the corridor or in the apartment, hot water supply, etc.), and also sets maximum authorized rents and standard rental rates, periods of notice, etc. As a general rule, single-family houses do not come under the Rent Act, except as regards periods of notice.

Before you conclude a **rental or purchase agreement**, it is advisable to seek out an appropriate **consultation agency** (Tenant Associations ([Mietervereinigungen](#)), Austrian Tenant Protection Association ([Mieterschutzverband](#)), Consumer Information Association ([Verein für Konsumenteninformation](#)), Chamber of Labour ([Arbeiterkammer](#)) in order to verify the legal validity of the agreement.

For additional practical **tips** about housing (housing costs and subsidies etc) not only in Vienna but in other provinces, you may consult the following Internet address of Municipal Office 50 [MA 50](#) of the city of Vienna.

You can find information on available apartments and other real estate in the daily newspapers ([Kurier](#), [Krone](#), [Standard](#), [Presse](#) etc. – especially in weekend editions); from **real estate agents** (found in the business telephone directory under *Immobilien*); online from

the Real Estate Bazaar ([Immobilienbazar](#)) as well as from Internet pages such as [Immobiliennet](#) or [Immodirekt](#).

Additional sources for real estate:

Graz and Styria: SWIS housing service:	http://www.sws.or.at/
Salzburg:	http://www.wohnen-in-salzburg.at
Tyrol:	http://www.wohnen-in-tirol.at
Upper Austria:	http://www.linz.at/services/#9
Vorarlberg:	http://finder.vol.at/
Information about building (company addresses organized by province)	http://www.wohnnet.at

Serious real estate broker companies (*Immobilienmaklerunternehmen*) are listed at: <http://www.ovi.at/start.asp>

Additional information about housing is available on the [Help-Server](#) under the topic "Housing (legal and consultation services)" ([Wohnen \(Recht, Beratungsstellen\)](#)).

3.7.1 Eligibility for social housing

Many large municipalities and cities have social housing (*Gemeindewohnungen*), these are apartments which are directly administered by municipalities and cities and have comparatively low-cost rents.

The Municipality of Vienna is the largest source of social housing in Austria.

Eligibility preconditions for social housing vary throughout Austria.

You may inquire with the municipal office or with the relevant services of the city council of your place of residence, to determine whether you **qualify for social housing**.

In most cases, the following **preconditions for eligibility** must be satisfied to qualify for social housing:

- over 17 years of age
- Austrian nationality, EU/EEA citizen, Swiss citizen or recognized refugee status
- income that does not exceed a specific income ceiling
- a minimum of one year in Austria as your main residence.

In addition in Vienna, at least one of the following **reasons to apply for social housing** should be provided:

- Unhealthy housing conditions
- Illness and/or old-age related needs for an apartment
- Overly crowded living quarters (too many persons living in a small space)
- A divorce/separated household
- Giving up a company apartment through no fault of one's own
- Housing for handicapped persons

If you can satisfy these preconditions, you will be informed that you have been put on the waiting list which is currently at least 3 years for social housing in Vienna.

Further information about social housing in Vienna may be obtained by consulting [Gemeindewohnungen in Wien](#).

You may also obtain additional comprehensive information about social housing at the [Help-Server](#) under the topic "Housing" (*Wohnen*).

Social housing:

Graz:	http://www.graz.at/wohnen_verkehr/
Salzburg:	http://www.salzburg.gv.at/themen/bw.htm
Linz:	http://www.linz.at/services/#9
Eisenstadt:	http://www.eisenstadt.at /link to Housing Exchange (<i>Wohnungsbörse</i>)
Innsbruck:	http://www.innsbruck.at
St. Pölten:	http://www.st-poelten.gv.at / link to citizen services/housing (<i>Bürgerservice/Wohnen</i>)

3.7.2 Eligibility for housing association accommodations

Housing association accommodations (*Genossenschaftswohnungen*) receive special support—often through a leasing option. The tenants are members of the housing association and pay a so-called "cooperative share" (*Genossenschaftsanteil*) which is determined by the size and age of the accommodation.

The subsidy is based on household income and number of occupants and the actual amount allotted is not standardized throughout the provinces and therefore varies considerably.

If you are interested in subsidized housing association accommodations, you should contact the competent department at your municipal office (*Gemeindeamt*) or the competent authorities (*Magistrat*) if you are living in the city.

To qualify for housing association accommodations, you will need to satisfy certain formal preconditions (e.g. minimum age requirement, Austrian or EEA citizenship or recognized refugee status, etc) and your income may not exceed a certain upper limit. The upper limit for the individual provinces is governed by the current housing promotion laws (*Wohnbauförderungsgesetzen*).

In order to find out about the construction of housing association accommodations, you should contact the **Council on Housing** ([Wohnberatungsstellen](#)) of your respective province or the competent department at your municipal office, study specialized journals, or contact non-profit housing associations directly.

Cost of housing association accommodations:

It costs about €1,453.46 per m² or more to construct a housing association accommodation. Construction costs are partly subsidized by the respective province and partly by loans that the non-profit construction association reimburses through the monthly rent paid by the occupant.

Various legislation exists concerning subsidies; **for example** the following preconditions must be met in order to qualify for assistance **in the case of Vienna:**

Financial assistance as per sect. 14 of the Viennese Housing Promotion and Renovation Act (WWFSG) 1989:

- at least 18 years of age, but registration is possible as of 17 years of age
- net income including that of other household members should not exceed the following ceiling (valid until 31.12.2005):

	monthly (14 instalments)	yearly
one person	€2,185.71	€30,600
two persons	€3,257.14	€45,600
three persons	€3,685.71	€51,600
four persons	€4,114. 29	€57,600
for each additional person	+ €240.00	+ €3,360

Financial assistance as per sect. 15 of the Viennese Housing Promotion and Renovation Act (WWFSG) 1989:

- at least 18 years of age, registration is possible as of 17 years of age.
- net income including that of other household members should not exceed the following ceiling: (valid until 31.12.2005):

	monthly (14 instalments)	yearly
one person	€2,550	€35,700
two persons	€3,800	€53,200
three persons	€4,300	€60,200
four persons	€4,800	€67,200
for each additional person	+ €280	+ €3,920

It may also be necessary to wait a number of years before being granted a housing association accommodation. Please contact your respective housing association for further information:

Housing associations include among others:

[Atlas](#) (Lower Austria)
[BWS](#)
[ÖSW-Österreichisches Siedlungswerk](#)
[BUWOG](#)
[Sozialbau](#)
[Wien Süd](#) (Vienna, Lower Austria, Burgenland)

Useful addresses:

<p>Tenant Association of Burgenland (Mietervereinigung) Reichratsstraße 15 A-1010 Vienna Tel: +43 1 40 185 Fax: +43 1 40185-33 Internet: http://www.mietervereinigung.at</p>	<p>Austrian Tenant Protection Association, Carinthia Office (Mieterschutzverband) Benediktinerplatz 5/1 A-9020 Klagenfurt Tel: +43 463 51 30 92 Fax: +43 463 51 30 92 Internet: http://www.mieterschutzverband/msv</p>
<p>Tenant Association of Lower Austria (Mietervereinigung) Niederösterreichring 1A</p>	<p>Austrian Tenant Protection Association, Upper Austria Office (Mieterschutzverband)</p>

<p>A-3100 St. Pölten Tel: +43 2742 22 55 333 Fax: +43 2742 22 55 335 Tuesday: 2:00 p.m. – 5:00 p.m. E-mail: niederoesterreich@mietervereinigung.at Internet: http://www.mietervereinigung.at</p>	<p>Lederergasse 21 A-4020 Linz Tel: +43 732 77 12 88 Fax: +43 732 79 73 51 Internet: http://www.mieterschutzverband/msv</p>
<p>Tenant Association of Upper Austria (Mietervereinigung) Noßbergstr. 11 A-4020 Linz Tel:+43 732 77 32 29 Fax: +43 732 79 44 61 E-mail : ooe.mietervereinigung@aon.at Internet: http://www.mietervereinigung.at</p>	<p>Austrian Tenant Protection Association, Salzburg Office (Mieterschutzverband) Erzabt-Klotz-Str. 9/Mühlbacherhofweg 2 A-5020 Salzburg Tel: +43 662 841 252 Fax:+43 662 841 252-5 Internet: http://www.mieterschutzverband.at/msv</p>
<p>Tenant Association of Salzburg (Mietervereinigung) Wartelsteinstr. 1 A-5020 Salzburg Tel: +43 662 424 500 23 Fax: +43 662 424 500 50 E-mail: mv.salzburg@a1.net Internet: http://www.mietervereinigung.at</p>	<p>Austrian Tenant Protection Association, Styria Office (Mieterschutzverband) Sparbersbachgasse 61 (Parterre rechts) A-8010 Graz Tel: +43 316 38 48 30 Fax: +43 316 384 831 Internet: http://www.mieterschutzverband.at/msv</p>
<p>Tenant Association of Styria (Mietervereinigung) Südtiroler Platz 13 (ÖGB-Haus) A-8020 Graz Tel: +43 316 71 46 42 Fax: +43 316 71 46 42 22 E-mail: mvoe.stmk@aon.at Internet: http://www.mietervereinigung.at</p>	<p>Austrian Tenant Protection Association, Tyrol Office (Mieterschutzverband) Salurnerstraße 18/3 A-6020 Innsbruck Tel: +43 512 57 40 35 Fax: +43 512 57 40 35 Internet: http://www.mieterschutzverband.at/msv</p>
<p>Tenant Association of Vorarlberg (Mietervereinigung) Römerstraße 12/III A-6900 Bregenz Tel: +43 5574 424 84 Fax: +43 5574 424 84 E-mail: mietervereinigung.vb@aon.at Internet: http://www.mietervereinigung.at</p>	<p>Tenant Association of Vienna and Headquarters (Mietervereinigung) Reichratsstraße 15 A-1010 Vienna Tel: +43 1 40185-0 Fax: +43 1 40 185-33 E-mail: zentrale@mietervereinigung.at Internet: http://www.mietervereinigung.at</p>
<p>Tenant Association of Carinthia (Mietervereinigung) Bahnhofsstr. 44/3. Stock/Zi. 329 A-9020 Klagenfurt Tel: +43 463 503 379 Fax: +43 463 503 379 http://www.mietervereinigung.at</p>	<p>Tenant Association of Tyrol (Mietervereinigung) Adamg. 9 A-6020 Innsbruck Tel: +43 512 58 24 31 Fax: +43 512 58 24 31-14 E-mail: mv-tirol@aon.at Internet: http://www.mietervereinigung.at</p>

<p>Housing Assistance Headquarters (Wohnbeihilfestelle Zentrale) Magistrat Municipal Authority (<i>Magistrat</i>) for the city of Vienna MA 50 Muthgasse 62 A-1190 Vienna Tel: +43 1 4000 74880 Fax: +43 1 4000 99 74896 E-mail: post@magwien.gv.at Internet: http://www.wien.gv.at/ma50st/wohnbeihilfe/</p>	<p>Austrian Tenant Protection Association, office for the province of Vienna (Mieterschutzverband) Döblergasse 2 A-1070 Vienna Tel: +43 1 523 23 15 Fax: +43 1 523 04 139 Internet: www.mieterschutzverband.at/msv</p>
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3.7.3 Application for a radio and TV license

In Austria, you are required to apply for a license for all of your radios and /or TV sets. For this purpose, yellow-coloured application forms with "Meldung" (application) printed on them can be obtained from any post office, tobacconist shop (*Trafik*) and bank branch and can also be remitted there.

You may also apply for a radio and TV license online. Radio and TV fee rates vary according to the province.

Additional information about fees may be obtained from the ORF Fee Service (*ORF-Gebührens-service (GIS)*)

3.7.4 Registration for gas and electricity

If you move into new accommodations in Austria, you will most likely need to make arrangements for the gas and electricity to be connected. For this purpose, you should set up an appointment with a representative of the energy provider (*Energieversorger*) responsible for your region. The Residence Registration Certificate (*Meldezettel*) or tenancy agreement (*Mietvertrag*) must be presented to this representative. You can find out which energy provider is responsible for the area where you live by consulting: [Online-Energieversorgersystem](#).

Due to the liberalization of the electricity market, in many regions, you presently have a choice of several suppliers. In order to choose the most competitive electricity supplier, contact the Austrian Chamber of Labour at: [Online-Tarifikalkulationstabelle](#) to obtain a table for the online calculation of rates.

3.7.5 Registration of home phones and mobile phones

Home phones:

If you wish to apply for a new home phone line in Austria, then you should contact **Telekom Austria** or choose from among several **private providers** (One, UTA, Tele 2 etc.). Although telephone connections and equipment are for the most part still provided by Telekom Austria, telephone fees and **online fees** can also be paid to private providers.

If you take over an **existing** Telekom Austria line from a previous tenant, you must fill out an

application form called " Transfer of Telecommunication Equipment" (*Übertragung von Telekommunikations-Einrichtungen*). This application form can be downloaded from [Telekom Austria Antragsformular](#), filled out and remitted to a Telekom Austria Shop or a post office. Application forms are also available at Telekom Austria shops and post offices.

If you wish to make arrangements for a **new** Telekom Austria **connection**, you must apply for a new registration for a telephone connection ([Telefonanschluss und AON - Speed](#)). The relevant application form can be downloaded and must be signed when remitted to Telekom Austria or to a post office.

If you **move** to a new accommodation within Austria and would like to keep your old connection, you only need to fill out a "Home and Phone transfer service form" ([Wohn & Phon Umzug Service](#)). If you move and do not want to keep your old connection, do not forget to cancel the registration with your fixed network provider preferably in writing (also by fax).

Rates for Telekom Austria:

- registration fee:
ranging from €26.16 - €156.96 (depending on local technical conditions)
- takeover fee: €30.--
- free of charge in case of cancellation of registration

Tip: At the Internet website- [Telekom Austria Shops](#), you will find addresses of Telekom shops in your neighbourhood.

You can find information about private providers (rates etc.) at the following Internet addresses among others:

Fixed network providers:

One	http://www.one.at
Tele 2	http://www.tele2.at
Telering	http://www.telering.at
UTA	http://www.uta.at
Priority	http://www.prioritytelecom.at

To select the most competitive fixed network rates, calculate your rate at the [Online-Tarifkalkulationstabelle](#) provided by the Austrian Chamber of Labour.

Mobile phones:

Depending on your telephoning habits, a mobile phone with a prepaid card or with a monthly basic rate generally proves to be less expensive. In Austria several large providers share the Austrian mobile phone market:

Mobile network providers

One:	http://www.one.at
Telering:	http://www.telering.at
T-Mobile:	http://www.t-mobile.at
A1 :	http://www.mobilkomaustria.com
3G-UMTS :	http://www.drei.at
Tele2 :	http://www.tele2.at

Mobile phones can either be purchased directly from the shops of mobile network providers or in specialized shops (such as Cosmos, Mediamarkt, Niedermeyer, or Saturn).

To select the most competitive mobile phone rates, consult the online calculation of rates- [Online-Tarifkalkulationstabelle](#) provided by the Austrian Chamber of Labour.

4. Education

4.1 Education and training - overview

Very young and pre-school children are taken care of in **crèches** (*Kinderkrippen*) (for babies and very young children) as well as **nursery schools and kindergartens** (*Kindergärten, Vorschulen*).

There is a growing trend for very young children to be cared for in very small groups by “daycare mothers” (*Tagesmütter*) – especially in small cities and agricultural regions.

Education is **compulsory** for all children permanently living in Austria as of the age of six. A child qualifies as a permanent resident if he/she has been living in Austria for a minimum of one semester (about five months- equivalent to one assessment period). Schooling is **compulsory** for nine years in Austria (from 6 – 15 years of age); attendance of public schools is free of charge.

Fehler! Unbekanntes Schalterargument.

After children have successfully completed their first four years of compulsory **primary school** (*Volksschule*), they may either attend **the lower level of a main general secondary school** (*Hauptschule*), **the lower level of a secondary academic school** (*Unterstufe der Allgemeinbildendehöhere Schule – AHS*) or a special kind of school (e.g. *Mittelschule*). There are also **special schools** for children with disabilities or special educational needs (e.g. severe learning disabilities, mental disabilities etc.) which cover the first eight to nine years of schooling (e.g. *Sonderschulen* or *Sonderpädagogische Zentren*). For their ninth year of schooling, children may attend a **pre-vocational course** (*Polytechnischen Schule*) (offering professional orientation and preparation for an apprenticeship), a domestic science college, secondary technical and vocational intermediate and higher-level school (*Berufsbildende mittlere oder berufsbildende höhere Schulen – BMS/BHS*) as well as the upper level of a secondary academic school (*AHS*) or at **the upper level of a secondary academic school** (*Oberstufengymnasium*).

Following completion of their ninth year of schooling, young people have the option of professional training in the form of an **apprenticeship** (lasting two-and-half years to four years depending on the apprenticeship trade), of entering the workforce or of continuing their education at a secondary academic school (*AHS*) or at a secondary intermediate or higher-level technical and vocational school or college (*BMS/BHS*)

Graduation from a BMS (an intermediate-level secondary technical and vocational school lasting 3-4 years) entitles a student to exercise an occupation according to the type of school attended (e.g. commercial, technical schools). Graduation from a *BHS* (a higher-level vocational and technical secondary college lasting 5 years) and passing the *Matura* school-leaving examination not only qualifies students to continue relevant vocational training in a number of occupations (according to type of school), but also to attend academies, technical colleges, liberal arts colleges and universities.

Similarly, graduation from an *AHS* (an academic secondary school) and passing the *Matura* school-leaving examination entitles students to enrol in academies, technical colleges, liberal arts colleges and universities. However, young people and adults who have not passed the *Matura* may still be admitted to higher educational institutions if they successfully pass qualification examinations including the **academic qualification tests** (*Studienberechtigungsprüfung*), the **matriculation exam for professionals** (*Berufsreifeproofung*), or **Matura examinations for external candidates** (*Externistenmatura*).

Further information including **addresses of schools** is available at the Help-Server in the section entitled "School admission" ([Schuleintritt](#)). You may also consult the Help-Server of the School Board in a given province (*Landesschulräten*) and its respective service centre in addition to the Internet site of [the Austrian Federal Ministry for Education, Science and Culture](#) (*BMBWK*). Information about academic qualification tests and the matriculation exam for professionals may be found at: [Studienberechtigungsprüfung bzw. Berufsreifeproofung](#), as well as at <http://www.erwachsenenbildung.at>. Addresses of schools offering intermediate and higher level secondary technical and vocational training (*berufsbildender mittlerer und höherer Schulen – BMS/BHS*) may also be obtained by contacting the appropriate Austrian Provincial School Board and its service centres: ([Landesschulräten und deren Serviceeinrichtungen](#)) and [at the Homepage of the Austrian Federal Ministry for Education, Science and Culture](#).

4.2 Initial vocational training experience- apprenticeship

Vocational training is provided in Austria either through an **apprenticeship** (initial vocational training in a company as well as attendance at a vocational school) or school-based education (in intermediate or higher-level secondary technical and vocational schools and colleges) which offer practice-oriented instruction.

In Austria, training is offered in over 260 occupations. Young people who take up an apprenticeship receive on-the-job training in a company and also attend a vocational school on a part-time basis (**dual training system**). An apprenticeship lasts between two-and-a-half to four years depending on the apprenticeship trade and ends with the successful completion of a final apprenticeship examination (*Lehrabschlussprüfung*).

An **apprenticeship contract** (*Lehrvertrag*) must be signed at the start of the apprenticeship. This contract is to be concluded in writing between the young person (the apprentice) and the authorized trainer and shall specify training conditions including the duration of the apprenticeship. In the case of minors, the apprentice's legal guardian shall also be required to sign the contract. The contractual work relationship entails rights and duties for both the apprentice and the authorized trainers.

Apprentices are persons bound by the terms of an apprenticeship contract who are trained by authorized trainers in one of the apprenticeship trades contained in the recognized list of occupations and employed within the framework of this training arrangement. The **Vocational Training Act** (*Berufsausbildungsgesetz-BAG*) and the respective collective agreements apply to apprentices (protection against unlawful dismissal, working hours, special laws for the protection of youth etc.).

The Employment of Foreigners Act (*Ausländerbeschäftigungsgesetz*) does not apply to **Swiss citizens, EU/EEA citizens and privileged nationals of third states** (family members of EU/EEA citizens such as a spouse, children, step-children or adopted children) who do not possess EU/EEA citizenship and therefore they are allowed to start an apprenticeship without a work permit. Special rules apply in the case of **“new“ EU citizens** (Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, the Czech Republic and Hungary)! (see page 37)

Throughout Austria, apprenticeship programs are based on standard job profiles.

Apprentices are generally **compensated** (*Lehrlingsentschädigung*) on a monthly basis. The amount of remuneration to be paid to the apprentice is based on collective labour agreements as well as company agreements. As a general rule, apprentices shall be entitled to paid holiday amounting to 30 working days per annum.

There is presently a shortage of apprenticeship positions in Austria—especially in Vienna. If you are looking for an apprenticeship, it is recommended that you contact the nearest branch of the AMS Employment Service. You might also ask your neighbours, work colleagues, acquaintances and relatives.

Further information may be obtained by consulting the following **Internet sites of the:**

Austrian Chamber of Labour (<i>AK</i>)	http://www.arbeiterkammer.at
Austrian Trade Union Federation (<i>ÖGB</i>)	http://www.oegb.or.at
AMS Employment Service of Austria	http://www.ams.or.at
Austrian Federal Economic Chamber	http://www.wko.at

Useful addresses:

<p>Board of Education of Burgenland School service Kernausteig 3 A-7000 Eisenstadt Contact person: Mrs. Edda Füzi-Prinke Tel: +43 2682 710-152 Fax: +43 2682 710-79 E-mail: edda.fuezi-prinke@lsr-bgld.gv.at</p>	<p>Adult Education Centres of Burgenland Educational Counselling Pfarrgasse 10 A-7000 Eisenstadt Tel: +43 2682 613 63 Fax: +43 2682 613 633 E-mail: info@vhs-burgenland.at Internet: www.vhs-burgenland.at</p>
<p>Board of Education of Carinthia School service 10.-Oktober-Straße 24, PO Box 607 A-9020 Klagenfurt Contact person: Mr. Roland Arko Tel: +43 463 5812-313 Fax: +43 463 5812-105 E-mail: roland.arko@lsr-ktn.gv.at</p>	<p>Department of Educational Psychology- Advice Service-educational counselling Board of Education of Carinthia Kaufmannngasse 8 A-9020 Klagenfurt Tel: +43 463 566 59 Fax: +43 463 566 59-16 E-mail: magdalena.ressmann@lsr-ktn.gv.at</p>
<p>Board of Education of Lower Austria School service Rennbahnstrasse 29 A-3109 St. Pölten Contact person: Mag. Franz Koppensteiner Tel: +43 2742 280-4800 Fax: +43 2742 280-1111 E-mail: franz.koppensteiner@lsr-noe.gv.at</p>	<p>Association of Adult Education Centres of Lower Austria Julius Raab Promenade 27 A-3100 St. Pölten Tel: +43 2742 32 823 Fax: +43 2742 32 824 E-mail: verband.noe-vhs@aon.at Internet: http://www.vhs-noe.at</p>
<p>Board of Education of Upper Austria School service Sonnensteinstraße 20 A-4040 Linz Contact person: Mag. Elisabeth Messner Tel: +43 732 7071-9121/9122 Fax: +43 732 7071-2250 E-mail: schulservice@lsr-ooe.gv.at</p>	<p>Association of Adult Education Centres of Upper Austria Coulinstr. 18 A-4020 Linz Tel: +43 732 70 70-4345 Fax: +43 732 70 70-43 49 E-mail: office@vhs-verband-ooe.at Internet: http://www.vhs-verband-ooe.at</p>
<p>Board of Education of Salzburg School service Mozartplatz 8-10, Postfach 530 A-5010 Salzburg Contact person: Mrs. Nina Behrendt Tel: +43 662 8042-2071 Fax: +43 662 8042-2199 E-mail: nina.behrendt@lsr-salzburg.at</p>	<p>Adult Education Centre of Salzburg Faberstr. 16 A-5020 Salzburg Tel: +43 662 87 61 51 Fax: +43 662 88 13 55 E-mail: info@vhs-sbg.at Internet: http://www.vhs-sbg.at</p>
<p>Board of Education of Tyrol School service Innrain 1 A-6010 Innsbruck Contact person: Dr. Ingrid Moritz Tel: +43 512 52033-113 Fax: +43 512 52033-342 E-mail: i.moritz@lsr-t.gv.at</p>	<p>Adult Education Centre of Tyrol Marktgraben 10 A-6020 Innsbruck Tel: +43 512 58 88 82-0 Fax: +43 512 58 88 82-20 E-mail: innsbruck@vhs-tirol.at Internet: http://www.vhs-tirol.at</p>
<p>Board of Education of Styria</p>	<p>Provincial association of adult education</p>

<p>School service Körblergasse 23 A-8015 Graz Contact person: Mrs. Helga Tschech Tel: +43 316 345 226 Fax: +43 316 345-455 E-mail: helga.tschech@lsv-stmk.gv.at</p>	<p>centres of Styria Hans-Resel-Gasse 8-14 A-8020 Graz Tel: +43 316 7799-2360 Fax: +43 316 7799-2365 E-mail: wms@akstmk.at Internet: http://www.eb-stmk.at</p>
<p>Board of Education of Vorarlberg School service Bahnhofstraße 12 A-6900 Bregenz Contact person: Dr. Christine Gmeiner Tel: +43 5574 4960-502 Fax: +43 5574 4960-408 E-mail: schulservice@lsv-vbg.gv.at</p>	<p>Association of adult education centres of Vorarlberg c/o Educational Centre of the Chamber of Labour Schießstätte 16 A-6800 Feldkirch Tel: +43 5522 35 51 –23 Fax: +43 5522 35 51-20 E-mail: bc@ak-vorarlberg.at Internet: http://www.bildungcenter.at</p>
<p>Board of Education of Vienna School service Wipplingerstr. 28 A-1010 Vienna Tel: +43 1 525 25-7700 Fax: +43 1 525 25 99-77861 E-mail: schulinfo@ssr-wien.gv.at</p>	<p>Association of adult education of Vienna Hollergasse 22 A-1150 Vienna Tel: +43 1 891 74-0 Fax: +43 1 891 74 65 E-mail: info@vwv.at Internet: www.vwv.at</p>
<p>Adult educational centre of Carinthia Bahnhofsplatz 3 A-9020 Klagenfurt Tel: +43 463 58 70-288 Fax: +43 463 58 70-269 E-mail: office@vhsbtn.at Internet: http://www.vhsbtn.at</p>	<p>The Federal Ministry for Education, Science and Culture (BMBWK) Educational Counselling Minoritenplatz 5 A-1014 Vienna Tel: +43 1 53120-0 Fax: +43 1 53120-3099 E-mail: bildung@bmbwk.gv.at Internet: www.bmbwk.gv.at</p> <p>Studies advisory service of the Federal Ministry Teinfaltstr. 8 A-1010 Vienna Contact person: Mrs. Christine Kampl Tel: +43 1 53120-7008 E-mail: christine.kampl@bmbwk.gv.at</p> <p>School information of the Federal Ministry Freyung 1 A-1010 Vienna Contact person: Mrs. Christine Utrata Tel: +43 1 53120-2590 E-mail: christine.utrata@bmbwk.gv.at</p> <p>Department of adult education of the Federal Ministry Freyung 1</p>

5. Recognition of diplomas obtained abroad

EU member states have established a general system for the recognition of degrees and diplomas. This system was established in response to the pressing need for a system which ensured the recognition and validation of professional entry qualifications and skills without first requiring the harmonization of the various educational systems in EU countries.

Accordingly, guidelines for the recognition of diplomas have been established to make it easier for EU/EEA citizens who have obtained a university degree, or similar degree from a comparable institution (89/48 EEC) to practice their profession in other member countries, as well as to create a link between university programs and schools (to create non-university level, professional qualifications) (92/51 EEC).

In order to obtain a job in Austria which corresponds to education or training level completed abroad, formal recognition must be obtained for all relevant school certificates, diplomas and university diplomas or licenses to practice a profession. (This applies to EU/EEA citizens who have pursued their studies abroad in EEA countries.)

All **certificates and documents** submitted are to be originals or legally attested or notarized certified copies or translations prepared by sworn or court-appointed translators. Contact the appropriate authorities to ensure that your set of documents are complete.

Responsibility for the **various areas related to education and training** is shared among the **various ministries** as follows:

University degrees as well as academic degrees

National Academic Recognition Information Centre (NARIC) Austria
Federal Ministry for Education, Science and Culture (*BMBWK*)
Teinfaltstr. 8
A-1014 Vienna
Contact person: Dr. Kasparovsky
Tel: +43 1 53 120 – 5920
Tel: +43 1 53 120 – 81 5920
E-mail: heinz.kasparovsky@bmbwk.gv.at

National Academic Recognition Information Centre (NARIC) Austria
Federal Ministry for Education, Science and Culture (*BMBWK*)
Teinfaltstr. 8
A-1014 Vienna
Contact person: Mrs. Elisabeth Tschokert
Tel: +43 1 53 120 – 5921
Tel: +43 1 53 120 – 81 5920
E-mail: elisabeth.tschokert@bmbwk.gv.at

The homepage of the Ministry also contains [information in German, English and French](#).

Teaching degrees for compulsory schools

Federal Ministry for Education, Science and Culture (BMBWK)

A-1010 Vienna

Contact person: Mr. Oliver Henhapel

Tel: +43 1 53 120 – 4200

E-mail: oliver.henhapel@bmbwk.gv.at

Teaching degrees for intermediate and higher level secondary technical and vocational training schools

Federal Ministry for Education, Science and Culture (BMBWK)

Concordiaplatz 1

A-1010 Vienna

Contact person: Mag. Christian Rubin

Tel: Tel:+43 1 53 120 – 3341

E-mail: christian.rubin@bmbwk.gv.at

Teaching degrees for colleges of social pedagogy and federal educational institutions for preschool teacher training

Federal Ministry for Education, Science and Culture

Freyung 1

A-1010 Vienna

Contact person: Mrs. Anna Hummel

Tel: Tel:+43 1 53 120 – 2832

E-mail: anna.hummel@bmbwk.gv.at

The Teacher Training College of Austria is responsible for the validation or nostrification of foreign diplomas in the area of teaching at compulsory schools for **EU/EEA citizens** who have obtained their diploma in an EEA country. As a result, the Teacher Training College located in the province where you wish to teach should be contacted. Addresses and telephone numbers of the relevant Teacher Training College may be found at: [Pädagogische Akademie](#).

Diploma in the Field of Health

EU/EEA citizens who completed their training **in an EEA country** as:

- qualified physiotherapists
- qualified medico-technical laboratory assistants
- qualified radiologico-technical assistants
- qualified dieticians and nutritional advisors
- qualified ergotherapists
- qualified logopedists, phoniatriests, audiologists
- qualified orthoptists

may send their application to validate and practice their profession:

Federal Ministry of Health and Women

Radetzkystrasse 2

A-1030 Vienna

Contact person:

Mrs. Anita Schinko (A-H)

Tel. +43 1 711 00-4686
Fax +43 1 711 00-4385
E-mail: anita.schino@bmgf.gv.at

Mr. Karl Hörmann (I-Q)
Tel. +43 1 711 00-4646
Fax +43 1 711 00-4385
E-mail: karl.hoermann@bmgf.gv.at

Mr. Gerald Tatzer-Schmid (P-Z)
Tel. +43 1 711 00-4128
Fax +43 1 711 00-4385
E-mail: gerald.tatzer-schmid@bmgf.gv.at

The first letter of your family name determines which office is responsible for handling your personal application.

PLEASE NOTE!

EU/EEA citizens and non-EU/EEA citizens who were professionally trained in non-EEA countries should submit their **application for validation** to the competent administrative office in the province. (see [Amt der Landesregierung](#) for addresses and telephone numbers).

EU/EEA citizens who have been trained as:

- nurses and male nurses
- nurse's aides
- emergency attendants

in an EEA country, should apply for a license to practice their profession by contacting:

Federal Ministry of Health and Women
Radetzkystrasse 2
A-1030 Vienna

Contact person:

Mrs. Anita Schinko (A-H)
Tel. +43 1 711 00-4686
Fax +43 1 711 00-4385
E-mail: anita.schino@bmgf.gv.at

Mr. Karl Hörmann (I-Q)
Tel. +43 1 711 00-4646
Fax +43 1 711 00-4385
E-mail: karl.hoermann@bmgf.gv.at

Mr. Gerald Tatzer-Schmid (P-Z)
Tel. +43 1 711 00-4128
Fax +43 1 711 00-4385
E-mail: gerald.tatzer-schmid@bmgf.gv.at

The first letter of your family name determines which office is responsible for handling your individual application.

EU/EEA citizens trained in **midwifery** in any EEA country may apply for a license to practice their profession by contacting the Austrian statutory board of midwives (*Österreichischen Bundeshebammenngremium*) or the Central Registry for midwives.

Central registry

Contact person:

Ursula Gessner

Neugasse 6

A-7372 Draßmarkt

Tel: +43 2617 2910

E-mail: register@hebammen.at

Internet: <http://www.hebammen.at>

Specific conditions regarding recognition apply in the case of new EU accession countries (1 May 2004)!

Additional information on the recognition of diplomas and certificates for health professions with respect to EU/EEA citizens is available online for general health professions ([Gesundheitsberufe allgemein](#)) and for medical, technical services and midwifery ([medizinisch-technische Dienste und Hebammen](#)) at the website of the Federal Ministry of Health and Women.

Additional information on nostrification

Federal Ministry for Education, Science and Culture

Minoritenplatz 5

A-1014 Vienna

School leaving examination (*Matura*) – secondary academic school (*AHS*)

Contact person: Mrs. Bauer

Tel:+43 1 53 120 – 4484

E-mail: silvia.bauer@bmbwk.gv.at

Contact person: Mrs. Renate Studnicka

Tel:+43 1 53 120 – 4288

E-mail: renate.studnicka@bmbwk.gv.at

Commercial schools

Contact person: Mr. Norbert Hanauer

Tel: +43 1 53 120-4427

E-mail: norbert.hanauer@bmbwk.gv.at

Business schools, schools of tourism, schools of fashion

Contact person: Mag. Karin Hainz-Sator

Tel: +43 53120-4494

E-mail: karin.hainz-sator@bmbwk.gv.at

Technical schools

Contact person: Sabine Smutni

Tel: +43 1 53 120-4415

E-mail: sabine.smutni@bmbwk.gv.at

Compulsory schools

Contact person: Mr. Johannes Baumühlner

Tel: +43 1 53 120-4485

Degree from a vocational school

Federal Ministry of Economics and Labour (*BMWA*)
Stubenring 1
A-1010 Vienna
Contact person: Mrs. Spiesz
Tel: +43 1 711 00 – 5613
Fax: +43 1 714 2 718
E-mail: andrea.spiesz@bmwa.gv.at

6. Job-hunting

Pursuant to Austria's membership in the European Union, Swiss citizens, EU/EEA citizens and their family members (spouses, children, step-children and adopted children) are entitled to live and work in Austria (without work permits) in accordance with European legislation on the principle of "free movement of workers."

Interim regulations apply in the case of new EU citizens (accession on 1 May 2004) from Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, the Czech Republic, and Hungary!

6.1 EURES (European Employment Services)

Thanks to the system of cooperation between the various employment services of the member states, you can find out about job vacancies in Austria and obtain other information about Austria by contacting the EURES network at the Employment Service in your home country.

More than 450 specially trained EURES advisors are working in the public employment services in all EU/EEA countries to support citizens seeking a job in another EU/EEA country.

Additional information made be obtained by consulting the: [EURES-Homepage](#)

6.2 Austrian Employment Service (AMS)

The **Austrian Employment Service**, better known as the *Arbeitsmarktservice* (AMS) runs offices at the national, provincial and local level.

This body is responsible for **consultation, job referral, financial support and subsistence insurance** (e.g. unemployment benefits and emergency assistance) for job-seekers or persons registered as unemployed who are either permanent or temporary residents in Austria. All **services of the Austrian Employment Service are free of charge.**

Job-seekers and unemployed persons may register at their local Austrian Employment Service (near their principal residence). Suitable job vacancies may be sent by mail upon request. The **address** of the competent Austrian Employment Service near your home can be found by consulting the telephone directory or the Internet site: <http://www.ams.or.at>.

You may also search the [AMS Austria](#) website for job vacancies and other practical resources to help you in your search for a job such as recommendations for drafting application letters, information about occupations and training programs...Moreover, the e-job room enables you

to compare your own qualifications with job profiles advertised and to contact companies directly.

The Austrian Employment Service database for training and continuing adult education ([Ausbildungs- und Weiterbildungsdatenbank](#)) contains information about job orientation, job descriptions, training programs and continuing education opportunities.

Useful addresses:

<p>Austrian Employment Service (AMS) of Burgenland Permaystr. 10 A-7001 Eisenstadt Tel.: +43 2682 692-0 Fax: +43 2682 692-990 E-mail: ams.burgenland@100.ams.or.at</p>	<p>Austrian Employment Service (AMS) of Carinthia Rudolfsbahngürtel 42 A-9021 Klagenfurt Tel.: +43 463 3831-0 Fax: +43 463 3831-190 E-mail: ams.kaernten@200.ams.or.at</p>
<p>Austrian Employment Service (AMS) of Lower Austria Hohenstaufengasse 2 A-1013 Vienna Tel.: +43 1 531 36-0 Fax: +43 1 531 36- 177 E-mail: ams.niederoesterreich@300.ams.or.at</p>	<p>Austrian Employment Service (AMS) of Upper Austria Europaplatz 9 A-4021 Linz Tel.: +43 732 6963-0 Fax: +43 732 6963-20790 E-mail: ams.oberoesterreich@400.ams.or.at</p>
<p>Austrian Employment Service (AMS) of Salzburg Auerspergstr. 67a A-5020 Salzburg Tel.: +43 662 8883-0 Fax: +43 662 8883-7090 E-mail: ams.salzburg@500.ams.or.at</p>	<p>Austrian Employment Service (AMS) of Styria Bahnhofgürtel 85 A-8021 Graz Tel.: +43 316 7081-0 Fax: +43 316 7081-682 E-mail: ams.steiermark@600.ams.or.at</p>
<p>Austrian Employment Service (AMS) of Tyrol Andreas-Hofer Str. 44 A-6020 Innsbruck Tel.: +43 512 5903-0 Fax: +43 512 58 46 56 E-mail: ams.tirol@700.ams.or.at</p>	<p>Austrian Employment Service (AMS) of Vorarlberg Rheinstr. 32 A-6901 Bregenz Tel.: +43 5574 691-0 Fax: +43 5574 691-4 E-mail: ams.vorarlberg@800.ams.or.at</p>
<p>Austrian Employment Service (AMS) of Vienna Landstraßer Hauptstr. 55-57 A-1030 Vienna Tel.: +43 1 878 71 Fax: +43 1 878 71-50490 E-mail: ams.wien@900.ams.or.at</p>	<p>Head office of the Austrian Public Employment Service Treustraße 35 - 43 A-1200 Vienna Tel.: +43 1 33 178-0 Fax: +43 1 33 178-150 E-mail: ams.oesterreich@001.ams.or.at</p>

6.3 Daily newspapers

Austria's daily newspapers are an important source of information when looking for a job. You will especially find a large number of job vacancies in the Saturday edition.

Die Presse	http://www.diepresse.at
Der Kurier	http://www.kurier.at
Oberösterreichische Nachrichten	http://www.oon.at
Der Standard	http://derstandard.at/karriere
Salzburger Nachrichten	http://www.Salzburg.com/anzeige/anzeigensuche.html
Kleine Zeitung	http://www.Kleine.co.at
Vorarlberger Nachrichten	http://www.medienhaus.at/anzeigen
Kronen Zeitung	http://www.krone.at
Tiroler Tageszeitung	http://www.tirol.com/

6.4 *Private recruitment agencies*

Private job recruitment agencies are increasing in importance, especially for highly-qualified positions, where nearly all hiring is done by private recruitment agencies. The Austrian Employment Service cooperates with a large number of these agencies. At the AMS Internet site you can also find links to the job-exchanges ([Jobbörsen](#)) of many large companies.

6.5 *“Hidden“ job market*

Not all job vacancies nor newspaper job ads reach the offices of the Austrian Employment Service (AMS). Therefore, it may prove worthwhile to send unsolicited letters (i.e. without any reference to a specific job advertisement) to potentially interested employers. You may find addresses of companies, for example, in business directories, in the so-called Yellow Pages ([gelben Seiten](#)) of the telephone directory as well as in the Industry and Commerce Directory ([Branchenverzeichnis](#)).

6.6 *Au pair*

Young people from abroad may work in Austria as an au pair for a specified period of time. Au pairs are accepted in the host family as a family member and are integrated into everyday family life. In exchange, an au pair is expected to help the family with childcare and light housework and in addition has the possibility of attending a language school.

Essential **qualifications** to work as an au pair are:

- to be 18 – 27 years old
- a basic or good knowledge of German (depending on the AU PAIR Agency)
- prior childcare experience and motivation
- open-mindedness, tolerance and flexibility
- the ability to adjust to other cultures and lifestyles

An au pair undertakes the following **tasks**:

- 25 hours a week of childcare and light housework tasks (i.e. ironing, vacuuming, shopping, cleaning, preparing light meals)
- 2-3 evenings per week of babysitting

An au pair is **provided**:

- a room of her own and full board
- pocket money of a minimum of €60 per week
- at least one day off per week and one free weekend per month.
- language class attendance (max. 3 times per week)
- health and accident insurance

Most **au pair agencies** assist au pairs with **formalities** prior to the au pair assignment (selection of host family, travel etc.) as well as **during their assignment** (contact in case of problems, organization of periodic au pair meetings etc.)

Application for an au pair job:

Contact an au pair agency in your home country which has a partner agency in Austria or send your completed application documents directly to the Austrian au pair agency of your choice.

As it is quite difficult to find a host family for a short period of time, you should plan to stay at least 6 months (exception: 8-12 weeks for a summer au pair job). In general it is possible to submit an application at any time, however you should apply 2 months prior to your desired starting date.

Your application should be drafted in German and include the following documents and references among others:

- the completed au-pair application form with an identity photo
- a character reference
- references pertaining to childcare experience
- a “Dear family...” letter of application written in German to the host family
- a valid medical certificate
- the au-pair agreement
- two signed au pair contracts
- proof of your knowledge of German (translated school certificate or a German language course certificate for a minimum of one semester)
- copy of the photo page of your passport
- 3-6 photos (depending on the Agency)

Information for Au pair workers from non EU/EEA countries:

Au pairs from Switzerland do not require a residence permit (*Aufenthaltserlaubnis*) or a work permit (*Arbeitserlaubnis*). Au pairs from other third countries to the EU may be employed without additional permits according to the alien employment law (employment permit- *Beschäftigungsbewilligung*, work permit- *Arbeitserlaubnis*) for a **maximum of a year** if the host family has notified the appropriate Job Service Centre (AMS) of this employment two weeks prior to its start and AMS has been submitted a contract (*Au-Pair Vertrag*) signed by all parties concerned. AMS shall issue the **confirmation authorizing the employment** (*Anzeigebestätigung*) when all conditions have been met.

The au pair applicant must meet the following **prerequisites**:

- She shall not have been gainfully employed in Austria as an au pair within the last five years.
- She must be 18 to 28 years old.
- Her wages should not be higher than the applicable rates for au pair workers (see above).

Please note! The confirmation authorizing au pair employment does not entail the right of residency! The au pair worker must apply for the right of residency to the **Austrian Representation Authority** (*österreichischen Vertretungsbehörde*) (i.e. embassy) abroad. The confirmation authorizing au pair employment is to be submitted when the application is made! In addition, residency is only permitted subject to an all-risk health and accident insurance coverage or a statement by the host family that they will cover this expense!

Special provisions exist in the case of au pair workers from the United States, Canada, New Zealand, Australia and Japan!

Au pair workers from the “new“ EU member countries enjoy freedom of establishment and do not require a residence permit!

Contact the nearest AMS Job Service Centre to obtain additional information about au pair workers from non EU/EEA countries.

Further information which is partially in English is available at the following Internet sites:

[Au-pair 4 you](#)

[Aupair in Austria](#)

[Au-pair in Austria and Europe](#)

Additional [Au-Pair Agencies](#) throughout Austria may be found by consulting the AMS Homepage under the topic "Employment of Foreigners" (*Beschäftigung von AusländerInnen*).

6.7 Seasonal work

The demand for seasonal workers is especially concentrated in the area of tourism as well as agriculture and forestry and can only be partially met by the Austrian workforce. There is especially a recurrent need for harvesters (e.g. grape harvesting) from spring to autumn in the Eastern regions of Austria (Lower Austria, Upper Austria, Burgenland and Vienna) which are predominantly characterized by intensive land cultivation. Skilled workers (skilled restaurant workers, cooks) as well as auxiliary workers (kitchen help, cleaning staff, housekeeping staff, waitress help, bartenders etc.) are especially sought after in the winter sport regions of Western Austria from November to March, and in all tourist regions throughout Austria from May to October.

Swiss citizens or EEA citizens (with the exception of new EU citizens) do not require work permits.

For persons who are not citizens of an EEA country as well as for persons from the new EU countries (with the exception of Malta and Cyprus), the Federal Ministry for Economic Affairs and Labour has made provisions for a work permit (*Beschäftigungsbewilligung*) for a duration of six months under the terms of section 5 of the Austrian foreign employment legislation to meet additional, temporary labour needs. You can find additional legal information or information about access conditions ([Zugangsbestimmungen](#)) at the AMS homepage.

If you would like to find out about **seasonal job vacancies**, you may consult the Internet sites of the Austrian AMS Employment Service for the respective provinces. The corresponding Internet addresses may be found at <http://www.ams.or.at/>.

In the area of tourism, special **labour laws provisions** are effective (e.g. working time during the week or month, respective regulations concerning rest breaks, days off.) Find out in a timely fashion—in any case prior to starting your new job-- about your rights as an employee.

Information on your rights and obligations as an employee may be obtained from the Internet site of the Tyrol AMS Employment Service at [Arbeitnehmer-Info](#) (employee info) and also from the Chamber of Labour and trade unions. The provisions specified are effective throughout Austria.

6.8 *New EU citizens and the Austrian Labour Market*

Nationals of EU/EEA countries, Swiss citizens and their dependents enjoy freedom of domicile (*Niederlassungsfreiheit*).

EU citizens from the “new“ EU member countries (Estonia, Latvia, Lithuania, Poland, the Czech Republic, Slovakia, Slovenia and Hungary) **shall only have free access** to the Austrian labour market **subject to the fulfilment of specific conditions; these transitional provisions** applicable to EU citizens from the new EU member states shall be in effect until 2011!

Please note! EU citizens from Malta and Cyprus shall enjoy free movement!

However, you do not require a permit in accordance with the alien employment law subject to the below-mentioned conditions:

If you:

- **have already been legally employed in Austria for an uninterrupted period of at least 12 months** i.e. you are in possession of an employment permit (*Beschäftigungsbewilligung*), a work permit (*Arbeitserlaubnis*), a certificate of exemption (*Befreiungsschein*) or a certificate of residence (*Niederlassungsnachweis*).
- **are a family member** (spouse, child) of a new EU citizen who (has already been legally employed in Austria for an uninterrupted period of at least 12 months) and prior to or on 1 May 2004 have been **legally residing in Austria**

As of 1 May 2004, **no work permits** (*Beschäftigungsbewilligung* or *Arbeitserlaubnis*), certificate of exemption (*Befreiungsschein*) or certificate of residence (*Niederlassungsnachweis*) are required. The Job Service Centre (AMS) shall issue a **letter of confirmation** to be provided to your employer.

A permit according to the Alien Employment Law (*Ausländerbeschäftigungsgesetz*) shall be required in the following cases:

If you would like to work in Austria

- And **have not yet found a job**, the Job Service Centre homepage ([AMS-Homepage](#)) as well as all other sources mentioned (newspapers, unsolicited letters of application) are available! However, it is not possible to receive AMS assistance during the interim period!
- and **have already found a job**, your employer must apply to AMS for an employment permit (*Beschäftigungsbewilligung*).

This employment permit will, however, only be granted if:

- valid salary and work conditions are adhered to
- No other qualified candidate i.e. an Austrian national or other EU national is available to fill the post.
- employees and employers – or their designated representative - mutually agree on employment terms.

PLEASE NOTE! Persons with key qualifications as well as seasonal workers enjoy easier access to the labour market.

Due to **regular commuting of Austrians and Hungarians across borders as well as trainee agreements**, Hungarians enjoy additional quotas.

Their family members need a permit in accordance with the Alien Employment Law:

- If you are already legally employed in Austria and you **want to bring your family** (spouse, child up to the age of 21 years of age), they must have lived with you in the same household in Austria for a minimum of 18 months before they enjoy free access to the Austrian labour market. This applies to family members who themselves are “new“ EU citizens or from third countries.

HOWEVER:

- As of 1 May 2006, spouse and children, irrespectively of the duration of their residence in Austria are granted free access to the Austrian labour market. They are required to obtain a written confirmation of their entitlement to free labour market access from AMS.

Please note! If you are a citizen of a “new“ EU state (with the exception of Malta and Cyprus with special conditions), but the **dependent (spouse, child) of an Austrian or other EU citizen**, then you are also entitled to **free access** to the Austrian labour.

You may obtain additional information from your nearest Job Market Service (AMS) or at the [AMS Homepage](#) and the corresponding page of the Integration portal ([Seite des Integrationsportals](#))

6.9 Application documents

Letters of application and curriculum vitae should normally be drafted in German, unless the job vacancy advertisement specifically requests that application documents be prepared in another language.

If you have made arrangements - irrespectively of whether by telephone or in person - for a job interview, you should bring your CV, diplomas and work certificates.

A complete application would include:

- a letter of application
- a resume (Curriculum Vitae)
- certificates (high school diploma, work certificates, course certificates or confirmation of attendance of important professional courses and seminars etc.)
- ID photo

Pre-printed personal data forms: If there are “sensitive” areas in your Curriculum Vitae (e.g. a previous criminal conviction), it is recommended that these spaces be left blank. Under the section on desired salary, indicate “negotiable” (*Nach Vereinbarung*). Enclose a copy of your curriculum vitae.

6.9.1 Letter of application

- Be sure to find out the name of the appropriate contact person within the company (e.g. the personnel director) and, if possible, address him/her using his/her title (e.g. “Dear Dr. Müller”)

- Refer to the newspaper advertisement or telephone call in your letter.
- Highlight two or three of your best assets (work experience, professional and personal qualifications, motivation, commitment). Indicate why you are the ideal candidate for this position.
- Request a personal interview

Layout of a Letter of Application

(Your address, telephone number, mobile phone number and e-mail address if you have one)	
(Company's address)	Date
(Subject of letter)	
(Salutation-i.e. Dear Sir/Madam, Dear Dr. Anyone, Dear Mr. Anyone or Dear Mrs. Anyone,)	
(Reference to job advertisement or telephone call)	
(Your assets: Why you are the "ideal candidate" for this position)	
(Emphasize your work commitment and motivation)	
(Request a personal interview)	
Yours sincerely,	
(Signature)	
(Enclosures)	

6.9.2 Your Resume (Curriculum Vitae)

Your résumé should be clearly presented, brief and concise with key information. If possible, limit your CV to two pages or –even better yet to only one A4-size page.

Gaps in your Resume

Any gaps in employment of up to three months may be omitted as they represent normal «between-job» periods. Longer gaps should be included and explained positively; phrases such as “unemployed” should be avoided. Rather use more positive-sounding language such as “active job-hunting” and don’t forget to fill gaps with any courses or seminars you may have attended during such times or any stays abroad etc.

Nowadays it is common practice to specify periods of employment in terms of years rather than exact dates. This usually eliminates the need to search for “gap-fillers”.

Indicating employment periods

You should list employment chronologically, starting with your first job and ending with your most recent one. Education and training should be listed in the same chronological order.

Resume Layout

Resume (Curriculum Vitae)

Address, telephone number, mobile phone number, e-mail address

Personal data

Name: Hannes Anyone

Date of birth: September 24, 1957

Place of birth: Kitzbühel, Austria

Marital status: married, two children

Citizenship: German

Education

19.. – 19.. primary school in Kitzbühel

19.. – 19.. secondary school, Strassergasse 7, 1170 Vienna

19.. – 19.. *AHS* (upper academic secondary school) in Eisenstadt, Müllergasse 2
graduated with *Matura* (secondary school-leaving examination)

19..- civilian service in Vienna (ambulance service)

Additional professional training

19.. passed a 2-semester evening course at *WIFI* Innsbruck on “User Software Development Training“ with an assessment of excellent

Professional experience

19.. – 19.. Deutsche Philips Industrie GesmbH. Hamburg,
Trainee program; communications technician

19.. – 20.. IBM – Hamburg
Communications Technology Dept. Head

Special skills

Foreign languages: English and French, spoken and written

EDV: Windows, Excel, Winword

C++, Java

(Date)

(Signature)

The European Union has elaborated a [standardized Curriculum Vitae](#) at the CEDEFOP Homepage.

Useful addresses:

Chambers of Labour of the provinces (*Arbeiterkammern*)

<p>Chamber of Labour (AK) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 740-0 Fax: +43 2682 740-40 E-mail: akbgld@akbgld.at Internet: http://www.akbgld.at</p>	<p>Chamber of labour (AK) of Carinthia Bahnhofsplatz 3 A-9020 Klagenfurt Tel: +43 463 5870-0 Fax: +43 463 5870-236 E-mail: ak@akktn.at Internet: http://www.akktn.at</p>
<p>Chamber of Labour (AK) of Lower Austria Windmühlgasse 28 A-1061 Vienna Tel: +43 1 588 83-0 Fax: +43 1 588 83-101777 E-mail: mailbox@aknoe.at Internet: http://noe.arbeiterkammer.at</p>	<p>Chamber of Labour (AK) of Upper Austria Volksgartenstraße 40 A-4020 Linz Tel: +43 732 6906-0 Fax: +43 732 6906-2860 E-mail: info@ak-ooe.at Internet: http://www.arbeiterkammer.com</p>
<p>Chamber of Labour (AK) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 8687-0 Fax: +43 662 87 62 58 E-mail: kontakt@ak-sbg.at Internet: http://www.ak-sbg.at</p>	<p>Chamber of Labour (AK) of Styria Hans Resel Gasse 8-14 A-8020 Graz Tel: +43 316 7799-0 Fax: +43 316 7799-2387 E-mail: info@akstmk.at Internet: http://stmk.arbeiterkammer.at</p>
<p>Chamber of Labour (AK) of Tyrol Maximilianstraße 7 A-6010 Innsbruck AK-line: 0800/22 55 22 Tel: +43 512 5340-0 Fax: +43 512 5340-1290 E-mail: ak@tirol.com Internet: http://tirol.arbeiterkammer.at</p>	<p>Chamber of Labour (AK) of Vorarlberg Widnau 2-4 A-6800 Feldkirch Tel: +43 5522 306-0 Fax: +43 5522 306-1001 E-mail: webmaster@ak-vorarlberg.at Internet: http://vbg.arbeiterkammer.at</p>
<p>Chamber of Labour (AK) of Vienna Prinz-Eugen-Straße 20-22 A-1040 Vienna Tel: +43 1 50 165-0 Fax: +43 1 50 165-2230 E-mail: akmailbox@akwien.at Internet: http://wien.arbeiterkammer.at</p>	<p>Federal Chamber of Labour Prinz-Eugen-Straße 20-22 A-1040 Vienna Tel: +43 1 50 165-0 Fax: +43 1 50 165-2230 E-mail: akmailbox@akwien.at Internet: http://www.arbeiterkammer.at</p>

Trade unions

<p>Austrian Trade Union Federation (ÖGB) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 770-0 Fax: +43 2682 770-62 E-mail: burgenland@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Carinthia Bahnhofsstraße 44 A-9020 Klagenfurt Tel: +43 463 5870-0 Fax: +43 463 5870-330 E-mail: kaernten@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Lower Austria Windmühlgasse 28 A-1060 Vienna Tel: +43 1 586 21 54 Fax: +43 1 586 21 54-1566 E-mail: niederosterreich@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Upper Austria Volksgartenstraße 40 A-4020 Linz Tel: +43 732 66 53 91-0 Fax: +43 732 61 76 15 E-mail: oberoesterreich@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 88 16 46 Fax: +43 662 88 19 03 E-mail: salzburg@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Styria Südtiroler Platz 13 A-8020 Graz Tel: +43 316 70 71-0 Fax: +43 316 71 63 28 E-mail: steiermark@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Tyrol Südtiroler Platz 14-16 A-6010 Innsbruck Tel: +43 512 59 777 Fax: +43 512 59 777-650 E-mail: tirol@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Vorarlberg Widnau 2 A-6800 Feldkirch Tel: +43 5522 35 53-0 Fax: +43 5522 35 53-13 E-mail: vorarlberg@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Vienna Hohenstaufengasse 10-12 A-1010 Vienna Tel: +43 1 53 444 Fax: +43 1 53 444-204 E-mail: wien@oegb.or.at Internet: http://www.oegb.at</p>	

7. Terms and conditions of employment

7.1 Labour law – Overview

Labour law primarily lays down the rights and obligations of employees and includes the following laws and legal provisions:

- Salaried Employees Act (*Angestelltengesetz*)
- Labour Relations Act (*Arbeitsverfassungsgesetz*)
- Wage Earners' Severance Pay Act (*ArbeiterInnenabfertigungsgesetz*)
- Safeguarding of Employment Act (*Arbeitsplatzsicherungsgesetz*)
- Foreign Labour Act (*Ausländerbeschäftigungsgesetz*)
- Continued Payment of Wages and Salaries Act (*Entgeltfortzahlungsgesetz*)
- Equal Treatment Act (*Gleichbehandlungsgesetz*)
- Maternity Protection Act (*Mutterschutzgesetz*)
- Leave Act (*Urlaubsgesetz*)
- Employee Protection Law (*ArbeitnehmerInnenschutzrecht*)
- Working Hours Act (*Arbeitszeitgesetz*)
- Women's Night-work Act (*Frauennachtarbeitsgesetz*)

Additional information on the rights and obligations of employees and independent contractors may be obtained under the topic "Work and rights" ([Arbeit und Recht](#)) of the Austrian Chamber of Labour Internet site.

7.2 Employee representation

7.2.1 Chamber of Labour and Austrian Trade Unions

Employees are automatically members of the Chamber of Labour which provides them with legal representation if necessary. There is also the possibility of joining a trade union.

The Chamber of Labour as well as Austrian trade unions are independent and democratic institutions which represent the social, economic, professional and cultural interests of employees in Austria.

The Chamber of Labour as well as trade unions offer among other provisions:

- Legal protection- representation to a labour and social court (*Arbeits- und Sozialgericht*)
- Legal consultation and representation for:
 - women's and family-related issues
 - protection of apprentices and young workers
 - unemployment cases
 - social security (retirement matters)
 - wage and salary tax matters

In addition, they also offer:

- Basic protection and consultation in the areas of :
 - employee protection
 - environmental protection
 - consumer protection

The Chamber of Labour and trade unions are part of the so-called economic and social partnership and negotiate issues with the Austrian Federal and Provincial Chambers of Labour such as:

- remuneration and prices
- assisting the government in drafting legislation and factual issues which fall under the responsibility of social interest groups

All trade unions (trade unions of different branches such as the Austrian trade union for private employees) are part of the Austrian Trade Union Federation ([Österreichischen Gewerkschaftsbund](#) (*ÖGB*)), the Austrian Federation of Chambers of Labour ([Arbeiterkammer Österreich](#) or *Österreichischer Arbeiterkammertag*) is the umbrella organization which incorporates all Austrian Chambers of Labour.

7.2.2 Work council and youth councils

Company employees are generally represented by works councils ([Betriebsräte](#)) which serve as the central representation body for staff. In fulfilling their mandate of representing staff vis-à-vis the company owner/employer, works councils have a say in recruitment, termination and dismissal of employees.

In addition to other **tasks, the works council:**

- ensures observance of collective agreements and the works agreement
- suggests improvements in working conditions and safety
- has the right to be consulted on staff-related matters
- may prevent a transfer (under certain conditions)
- must be kept informed about all staff-related matters

Contact your works council, your Chamber of Labour and/or trade union in the event of a forthcoming dismissal, resignation, as well as a change in your work contract.

The works council is elected by company employees. The number of works council representatives depends on the number of employees in a company. One council representative is to be elected in the case of 5 to 9 employees, 2 representatives should be elected in the case of 10 to 19 employees etc. A works council does not have to be established in companies with generally fewer than 5 employees.

The law provides for the establishment of a **youth council** ([Jugendvertrauesrates](#)) to represent the interests of young employees if at least 5 young employees, up to the age of 18, (such as apprentices) are permanently employed in a company. The members of the youth council are elected for a period of two years. The task of the youth council is to represent the interests of young employees jointly with the works council and in coordination with representatives of employees (Chamber of Labour and trade unions).

A candidate must fulfil the following conditions to be elected to the works council and/or the youth council: he/she must have been employed in the company for a minimum of 6 months, be at least 19 years of age and have Austrian nationality or the nationality of an EEA country.

7.3 Terms and conditions of employment

Austrian labour law draws a distinction between the following kinds of work conditions :

- An employment contract ([Arbeitsvertrag](#)) concluded between an employer and an employee.

- An independent service or works contract ([freiem Dienst- bzw. Arbeitsvertrag](#)) concluded between a customer and an independent contractor
- A quasi-employed work status (*arbeitnehmerähnlichem Beschäftigungsverhältnis*) including new self-employed persons (*Neue Selbständige*) as well as those employed on the basis of a work contract ([WerkvertragsnehmerInnen](#)) who require a trade license.

7.3.1 *Employment contract and work card*

An employment contract ([Arbeitsvertrag](#)) is defined as a binding arrangement whereby one person undertakes to perform work for another person. The conclusion of an employment contract is not bound to a specific form but can be made orally, in writing or by way of a conclusive act (e.g. starting date of employment and related compensation).

If an employment contract is not concluded in writing, the employee must be issued a work card ([Dienstzettel](#)), from the employer at the start of employment. A work card is a written record of the most essential rights and obligations in the framework of a work relationship. In other words, upon entry on duty, an employee must either receive an employment contract and/or a work card from his employer. The work card is free of charge and serves the purpose of documenting proof.

The following points are to be included in a work card:

- the employer's name and address
- the employee's name and address
- the date of commencement of the work contract
- in the case of a fixed term contract:
 - the foreseen termination date of contract
- advance notice period required for dismissal or resignation
- usual work location(s)
- classification of a job within a general scheme
- foreseen job duties and responsibilities
- starting compensation package :
 - base salary or wages
 - additional compensation items (e.g. special payment)
- schedule for payment of compensation and entitlements
- annual vacation entitlements
- daily and weekly working hours agreed
- specification of type of work contract (e.g. collective bargaining agreement) or standard work contract.

Apprenticeship contracts ([Lehrverträge](#)) must be concluded in writing!

7.3.1.1 Working hours and vacation entitlements

According to law, normal working hours ([Normalarbeitszeit](#)) are:

- a working day of 8 hours (within a 24-hour period)
- a weekly working time of 40 hours (working period from Monday to Sunday inclusive)
- collective bargaining agreements have shortened the work week in many branches of business.

If the working time exceeds six hours, it must be interrupted by a break of at least half an hour. This break is not paid for and is not included in the working time.

Other working time arrangements are possible: minimum income work, regular part-time work, seasonal work etc.).

Workers are granted a **vacation entitlement** ([Urlaubsanspruch](#)) for at least 30 working days per year. Even minimum income workers and part-time workers are entitled to 30 working days of vacation annually. In general, employees in Austria receive a vacation bonus (the so-called 13th month salary) and a Christmas remuneration (the so-called 14th month salary) in addition to their normal pay. These two additional benefits amount to the normal monthly salary respectively but are taxed at a lower rate.

7.3.1.2 Dismissal / resignation

As a general rule, every worker with a work contract and a work card (*Dienstzettel*) is subject to labour law related to notice periods for dismissal and resignation ([Kündigungsfristen und Kündigungsterminen](#)) as follow:

Dismissal by the employer:

Salaried employees: at least six weeks' advance notice (as per the end of a calendar quarter, unless agreed otherwise by virtue of work contracts and collective bargaining agreements).

Workers: 2 weeks in accordance with the provisions of the General Civil Code (*Allgemeines Bürgerliches Gesetzbuch – ABGB*). However, longer notice-giving periods, for the most part, but in some cases shorter ones, have been agreed by virtue of collective bargaining agreements, company arrangements, etc.

Resignation of employee:

Salaried employees: one month notice (as per the last day of each month)

Workers: 2 week-notice - according to the General Civil Code – (*ABGB*)

7.3.2 Independent service or works contract

This type of employment ([freien Arbeits- bzw. Dienstvertrag](#)) is characterized as follows:

- an obligation for an ongoing relationship between the customer (employer) and the independent contractor (*freier DienstnehmerInnen*) for the contractually stipulated duration
- personal dependence to a limited extent
- no binding instructions
- work methods can be regulated independently and can be changed at any time
- basic resources for carrying out the project have already been provided by the customer
- Remuneration is based on time spent, rather than performance or delivery of a work product.

Please note: Independent contractors only have reduced protection under labour law. The provisions of the General Civil Code (*Allgemeines Bürgerliches Gesetzbuch*) on the termination of a work contract also apply to independent service contract holders.

Independent contractors shall **not** be entitled to a wage fixed through collective bargaining

agreements, additional payments (*Sonderzahlungen*), severance pay (*Abfertigung*), paid vacation or paid special leave, nor protection against dismissal, unless there is a specific agreement between an employer and an independent contractor.

Independent contractors whose income exceeds the minimum monthly income limit (2004: € 316.19) are required to enrol, in the employee category, with the responsible regional health insurance fund (*Gebietskrankenkasse*). They are thus insured for health, pension, and against accidents, however, but **not for unemployment**.

Limited part-time employees are defined as those whose monthly income does not exceed € 316.19 for the year 2004; their employers are required to provide them with insurance against accidents. Employees have the option of arranging for voluntary health (*Krankenversicherung*) and pension insurance (*Pensionsversicherung*) from their responsible regional health insurance fund.

7.3.3 Quasi-employed work status

In accordance with the General Civil Code, in a work contract ([Werkvertrag](#)), a contractor undertakes to carry out a particular service or work and the customer promises to pay for the service or work (*Arbeitnehmerähnliches Beschäftigungsverhältnis*). The work contract differs from the independent work or service contract in that the completion of the final product or service is the key aspect in this case. In other words, the contractor is responsible for successfully carrying out a job (rendering a specific service) or a specific result.

New self-employed persons ("*Neue Selbständige*") perform all kinds of commercial services for which no trade license (*Gewerbeschein*) is required. This category includes professionals such as: authors, consultants, translators, lecturers and psychotherapists.

Basically the same characteristics that apply to independent contractors without a trade license, also apply to "new self-employed persons":

They include:

- personal and economic independence from customers
- no obligation to perform the work or service personally (sub-contracting is allowed)
- a contract worker is not subject to instructions from customer during execution of his work/service
- the contractor has appropriate means at his/her disposal (an office, working materials etc.)

The obligation of the work contract is concluded with the rendering of the product or service. Once the agreed job has been delivered or has been successfully completed, then all obligations are automatically terminated.

New self-employed persons are required to report their activities to the Social Security Institution for Trade and Industry (*Sozialversicherung der Gewerblichen Wirtschaft-SVA*) if:

- their yearly earnings exceeds €6,453.36 per year
- they have an additional contract for services and work or other self-employed work and their gross income exceeds €3,764.98 for the year 2004.

New self-employed persons are insured for health, pension, and against accidents

For additional information, please consult the Internet sites of the [Arbeiterkammern](#) (Chambers of Labour) (see the addresses listed below), [Österreichischen Gewerkschaftsbundes](#) (the Austrian Trade Union Federation), the [Sozialversicherungsanstalt der Gewerblichen Wirtschaft](#) (Social Security Institution for Trade and Industry) as well as other [Sozialversicherungsanstalten in Österreich](#).(social security institutions).

Useful addresses:

- **Chambers of Labour of the Provinces (*Arbeiterkammern/AK*)**

<p>Chamber of Labour (AK) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 740-0 Fax: +43 2682 740-40 E-mail: akbgld@akbgld.at Internet: http://www.akbgld.at</p>	<p>Chamber of Labour (AK) of Carinthia Bahnhofsplatz 3 A-9020 Klagenfurt Tel: +43 463 5870-0 Fax: +43 463 5870-236 E-mail: ak@akktn.at Internet: http://www.akktn.at</p>
<p>Chamber of Labour (AK) of Lower Austria Windmühlgasse 28 A-1061 Vienna Tel: +43 1 588 83-0 Fax: +43 1 588 83-101777 E-mail: mailbox@aknoe.at Internet: http://noe.arbeiterkammer.at</p>	<p>AK Chamber of Labour (AK) of Upper Austria Volksgartenstraße 40 A-4020 Linz Tel: +43 732 6906-0 Fax: +43 732 6906-2860 E-mail: info@ak-ooe.at Internet: http://www.arbeiterkammer.com</p>
<p>Chamber of Labour (AK) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 8687-0 Fax: +43 662 87 62 58 E-mail: kontakt@ak-sbg.at Internet: http://www.ak-sbg.at</p>	<p>Chamber of Labour (AK) of Styria Hans Resel Gasse 8-14 A-8020 Graz Tel: +43 316 7799-0 Fax: +43 316 7799-2387 E-mail: info@akstmk.at Internet: http://stmk.arbeiterkammer.at</p>
<p>Chamber of Labour (AK) of Tyrol Maximilianstraße 7 A-6010 Innsbruck AK-line: 0800/22 55 22 Tel: +43 512 5340-0 Fax: +43 512 5340-1290 E-mail: ak@tirol.com Internet: http://tirol.arbeiterkammer.at</p>	<p>Chamber of Labour (AK) of Vorarlberg Widnau 2-4 A-6800 Feldkirch Tel: +43 5522 306-0 Fax: +43 5522 306-1001 E-mail: webmaster@ak-vorarlberg.at Internet: http://vbg.arbeiterkammer.at</p>
<p>Chamber of Labour (AK) of Vienna Prinz-Eugen-Straße 20-22 A-1040 Vienna Tel: +43 1 50 165-0 Fax: +43 1 50 165-2230 E-mail: akmailbox@akwien.at Internet: http://wien.arbeiterkammer.at</p>	<p>Federal Chamber of Labour Prinz-Eugen-Straße 20-22 A-1040 Vienna Tel: +43 1 50 165-0 Fax: +43 1 50 165-2230 E-mail: akmailbox@akwien.at Internet: http://www.arbeiterkammer.at</p>

Trade unions

<p>Austrian Trade Union Federation (ÖGB) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 770-0 Fax: +43 2682 770-62 E-mail: burgenland@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Carinthia Bahnhofstraße 44 A-9020 Klagenfurt Tel: +43 463 5870-0 Fax: +43 463 5870-330 E-mail: kaernten@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Lower Austria Windmühlgasse 28 A-1060 Vienna Tel: +43 1 586 21 54 Fax: +43 1 586 21 54-1566 E-mail: niederosterreich@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Upper Austria Volksgartenstraße 40 A-4020 Linz Tel: +43 732 66 53 91-0 Fax: +43 732 61 76 15 E-mail: oberoesterreich@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 88 16 46 Fax: +43 662 88 19 03 E-mail: salzburg@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Styria Südtiroler Platz 13 A-8020 Graz Tel: +43 316 70 71-0 Fax: +43 316 71 63 28 E-mail: steiermark@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Tyrol Südtiroler Platz 14-16 A-6010 Innsbruck Tel: +43 512 59 777 Fax: +43 512 59 777-650 E-mail: tirol@oegb.or.at Internet: http://www.oegb.at</p>	<p>Austrian Trade Union Federation (ÖGB) of Vorarlberg Widnau 2 A-6800 Feldkirch Tel: +43 5522 35 53-0 Fax: +43 5522 35 53-13 E-mail: vorarlberg@oegb.or.at Internet: http://www.oegb.at</p>
<p>Austrian Trade Union Federation (ÖGB) of Vienna Hohenstaufengasse 10-12 A-1010 Vienna Tel: +43 1 53 444 Fax: +43 1 53 444-204 E-mail: wien@oegb.or.at Internet: http://www.oegb.at</p>	

Social security

<p>Regional Health Insurance Fund of Burgenland (Gebietskrankenkasse)</p>	<p>Regional Health Insurance Fund of Carinthia (Gebietskrankenkasse)</p>
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<p>Esterhazyplatz 3 A-7000 Eisenstadt Tel: +43 2682 608-0 Fax: +43 2682 608-1041 E-mail: bgkk@bgkk.sozvers.at Internet: http://www.bgkk.at</p>	<p>Kempferstraße 8 A-9021 Klagenfurt Tel: +43 50 5855 (1000) Fax: +43 50 5855-2539 E-mail: kaerntner.gkk@kgkk.sozvers.at Internet: http://www.kgkk.at</p>
<p>Regional Health Insurance Fund of Lower Austria (Gebietskrankenkasse) Dr. Karl-Renner Promenade 14-16 A-3100 St. Pölten Tel: +43 2742 899 Fax: +43 2742 899-6550 E-mail: info@noegkk.sozvers.at Internet: http://www.noegkk.at</p>	<p>Regional Health Insurance Fund of Upper Austria (Gebietskrankenkasse) Gruberstraße 77 A-4020 Linz Tel: +43 732 78 07-0 Fax: +43 732 78 07-2274 E-mail: ooegkk@ooegkk.sozvers.at Internet: http://www.ooegkk.at</p>
<p>Regional Health Insurance Fund of Salzburg (Gebietskrankenkasse) Faberstraße 19-23 A-5024 Salzburg Tel: +43 662 8889-0 Fax: +43 662 8889-355 E-mail: sgkk@sgkk.sozvers.at Internet: http://www.sgkk.at</p>	<p>Regional Health Insurance Fund of Styria (Gebietskrankenkasse) Josef-Pongraz-Platz 1 A-8010 Graz Tel: +43 316 8035-0 Fax: +43 316 8035-1590 E-mail: service@stgkk.sozvers.at Internet: http://www.stgkk.at</p>
<p>Regional Health Insurance Fund of Tyrol (Gebietskrankenkasse) Klara-Pölt-Weg 2 A-6021 Innsbruck Tel: +43 512 59 16-0 Fax: +43 512 5916-300 E-mail: tgkk@tgkk.sozvers.at Internet: http://www.tgkk.at</p>	<p>Regional Health Insurance Fund of Vorarlberg (Gebietskrankenkasse) Jahngasse 4 A-6850 Dornbirn Tel: +43 5572 302-0 Fax: +43 5572 302-1040 E-mail: vgkk@vgkk.sozvers.at Internet: http://www.vgkk.at</p>
<p>Regional Health Insurance Fund of Vienna (Gebietskrankenkasse) Wienerbergstraße 15-19 A-1100 Vienna Tel: +43 1 601 22-0 Fax: +43 1 602 46 13 Internet: http://www.wgkk.at</p>	<p>Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger) Kundmannngasse 21 A-1030 Vienna Tel: +43 1 711 32-0 Fax: +43 1 711 32-3777 E-mail: posteingang.allgemein@hvb.sozvers.at Internet: http://www.sozialversicherung.at</p>
<p>Austrian Social Insurance for Occupational Risks – main office (Allgemeine Unfallversicherungsanstalt – AUVA) Adalbert Stifter Str. 65 Postfach 200 A-1201 Vienna Tel: +43 1 33 111-0 E-mail: HAV@auva.sozvers.at Internet: http://www.auva.at</p>	<p>Pension Insurance Institution (Pensionsversicherungsanstalt) Friedrich Hillegeist-Straße 1 A-1021 Vienna Tel: +43 50 303-0 Fax: +43 50 303-28850 E-mail: pva@pva.sozvers.at Internet: http://www.pensionsversicherung.at</p>
<p>Sozialversicherungsanstalt der Gewerblichen Wirtschaft (SVA)</p>	

7.4 *Compulsory maternity protection and Mother-Child Pass*

As a rule, pregnant working mothers are entitled to **maternity leave** which starts eight weeks prior to delivery and lasts eight to 16 weeks after delivery (absolute ban on employment during this period).

Upon confirmation of pregnancy, you should immediately inform your employer. From the time you have reported this onwards, you shall be entitled to **legal protection** (*Mutterschutz*) against **dismissal** as of the date of your reporting of your pregnancy. During the compulsory maternity protection period and during parental leave (see 7.5), **dismissal** is only possible in **exceptional cases** (i.e. closure of a firm) and under court approval.

Health-insured employees generally receive a **maternity allowance** ([Wochengeld](#)) during the compulsory maternity protection period.

Furthermore, **female employees who are not self-employed** maintain their contractual employment relationships during their compulsory maternity protection period. The amount of the maternity allowance is calculated on the basis of the employee's average net earnings during the three calendar months immediately preceding the start of compulsory maternity protection period plus any special compensation.

The following documents are to be submitted:

- completed application form
- work certificate and statement of earnings for the maternity allowance (obtained from your health insurance institution)
- Doctor's certificate regarding the start of the compulsory maternity protection period (*Schutzfrist*) or the anticipated date of birth.

Competent authority:

The health insurance institution (*Krankenkasse*)

The maternity allowance is paid after a period of 28 days.

Self-employed women are granted **the maternity allowance and a temporary help allowance for self-employed women** ([Betriebshilfe/Wochengeld](#)) during the compulsory maternity protection period. However, a temporary help allowance for self-employed mothers /a maternity allowance is subsequently granted, if the compulsory health insurance is continued. The maternity allowance in this case amounts to €23.05 per day (2004).

Competent authority:

[Social Security Institution for Trade and Industry \(Sozialversicherungsanstalt der Gewerblichen Wirtschaft\)](#)

If you are a **minimum income employee** or an **independent contractor**, and have made your own arrangements for pension and health insurance, you will receive a maternity allowance in the amount of €7.01 per day.

Competent authority:

[Krankenkasse](#), the health insurance institution you are insured with.

At the beginning of pregnancy, you should receive a Mother-child Pass ([Mutter-Kind-Pass](#)), to be used for recording medical check-ups of the mother and unborn child and subsequently for recording vaccinations and check-ups during infancy and early childhood stages. You can obtain your mother-child pass from your gynaecologist, your family doctor, your district public health office, the specialized outpatient services of your district health insurance fund, the outpatient services of hospitals with maternity wards (*Ambulanzen von Krankenanstalten mit geburtshilflichen Abteilungen*) or from pregnancy consultation offices (*Schwangerenberatungsstellen*).

The mother-child pass check-ups are a prerequisite for the receipt of the childcare allowance ([Kinderbetreuungsgeld](#)).

7.5 Parental leave allowance and childcare allowance

As of 1 January 2002, childcare allowances (*Kinderbetreuungsgeld - KBG*) replace parental-leave allowances (*Karenzgeld*) which are paid for any child (including foster and adopted children born after 1 January 2002). The difference between the childcare allowance and the parental leave allowance, is that the childcare allowance (*KBG*) is also extended to persons who have not been gainfully employed or obliged to pay social-insurance premiums. The following categories of persons may qualify for this allowance:

- housewives/husbands
- students
- self-employed persons
- farmers
- low-income groups
- persons working on short-term contracts

Prerequisites for entitlement to receive the childcare allowance include:

- common household with the child
- at least one of the parents living together with the child is entitled to the family allowance (*Familienbeihilfe*)
- If neither parent is entitled to family assistance, the childcare allowance can nevertheless be granted if the appropriate amount of social insurance contributions have been made due to gainful employment.
- Proof of check-ups required for the mother-child pass (five examinations during pregnancy, five examinations following the birth); if there is no proof that these check-ups have been carried out by the child's 18th month of life, then the childcare allowance is reduced by half as of the 21st month of the child's life.

Income may not exceed €14,600 gross per calendar year.

The competent health insurance institution should be contacted with regard to the childcare allowance entitlement ([Krankenkasse](#)), and in Vienna, the office for parental leave allowance in your district ([Bezirkstelle für Karenzgeld](#)).

The amount of the **childcare allowance** (*Kinderbetreuungsgeldes*) amounts to about **€14.53 per day** i.e. **€436 per month**.

The childcare allowance is generally paid until the child is 30 months old. If both parents take care of the child/children alternately, the allowance can be granted until the child is 36 months old. (The mother and father should take care of their child/children twice alternately, this means that the parental leave should be divided into three periods at the most and each period must be at least three months.)

Prerequisites for entitlement for EU/EUA citizens and Swiss citizens:

Prerequisites for entitlement

The prerequisite for an entitlement to the childcare allowance is principally eligibility to receive family allowances (*Familienbeihilfe*) for a child/children.

It is irrelevant which parent is entitled to receive family allowances for their child/children. For example, if only the father is entitled to received family allowances, the mother may, nonetheless, receive these allowances.

EEA/EU citizens fall under the provisions of EEA regulation 1408/71 calling for a single social security scheme for employees, self-employed persons as well as their family members when they move within the community states.

Concerning priority, the country of employment principle applies, therefore, family benefits (the childcare allowance (*KBG*) and family allowance) are paid out in the country where a parent is employed (the country of employment principle). In the country of residence, an equalization payment may be granted if family benefits are lower than in the country of employment.

In the case whereby both parents are employed in two different countries, the country of residence principle applies, thus, family benefits are granted in the country where the child permanently resides.

Supplement to the childcare allowance

Single parents and families with no or low income are entitled to an increased childcare benefit ([Zuschuss zum Kinderbetreuungsgeld](#)).

Please note: The supplement to the childcare allowance is a kind of credit which must be paid back if the income exceeds a certain limit.

Provisional regulations

For children who were born between 1 July 2000 and 31 December 2001 and for which parental leave or a part-time working benefit has been granted, the following changes have been effective as of 1 January 2002:

The parental leave allowance:

- will be increased to about €436 per month
- will be paid until the child is 30 months old
- will be paid for another six months if the second parent takes parental-leave for at least six months as well.

During the period that the childcare allowance is received, the maximum additional income limit is approximately €14,600 per calendar year.

NB: The supplementary allowance for the current parental leave allowance of around €181.68 per month for low-income parents or single parents and also the family supplement to the parental leave ([Zuschuss zum Kinderbetreuungsgeld](#)) remains unchanged.

Beneficiaries of the childcare allowance and their children are automatically **covered by health insurance**.

For births occurring after 1 January 2002, during the period prior to or after receipt of the childcare allowance, [Arbeitslosengeld und Notstandshilfe](#) (unemployment benefits and social welfare) may be received. These benefits do not affect the entitlement for the childcare allowance as they generally lie under the additional income ceiling.

Parents' right to part-time work

Effective 1 July 2004, subject to specific preconditions, parents are entitled to work part-time. ([Elternteilzeit](#)) up to the 7th birthday of their child or until their child starts school..

This is however, only possible if:

- The company has more than 20 employees.
- At commencement of the part-time entitlement, the parent has worked uninterruptedly for at least 3 years (including compulsory maternity protection period (*Mutterschutz*) and parental leave (*Karenz*))

When starting a new job, the conditions (commencement, duration, the length and the terms and conditions) are to be agreed upon with your employer.

If there is no agreement, an objection may be lodged with the Labour and Social Security Court (*Arbeits und Sozialgericht*).

In the case whereby there is **no entitlement for a parent to work part-time**, such an arrangement can be agreed with the employer up until the 4th birthday of the child at the most. If no agreement has been reached, an objection may be lodged with the court.

Additional information is available on line ([help server](#)) under "childcare allowance" topic ([Kinderbetreuungsgeld](#)) and at the corresponding page of the Federal Ministry of Social Security, Generations and Consumerism (BMSG) under "childcare allowance" topic ([Kinderbetreuungsgeld](#)) as well as at the corresponding pages of the Austrian Ministry of Business and Labour (BMWA) under "childcare allowance" topic ([Kinderbetreuungsgeld](#)) and "parents' right to work part-time" topic ([Elternteilzeit](#)).

Health Insurance Funds (Gebietskrankenkasse)

<p>Regional Health Insurance Fund of Burgenland Esterhazyplatz 3 A-7000 Eisenstadt Tel: +43 2682 608-0 Fax: +43 2682 608-1041 E-mail: bgkk@bgkk.sozvers.at Internet: http://www.bgkk.at</p>	<p>Regional Health Insurance Fund of Carinthia Kempferstraße 8 A-9021 Klagenfurt Tel: +43 50 5855 (1000) Fax: +43 50 5855-2539 E-mail: kaerntner.gkk@kgkk.sozvers.at Internet: http://www.kgkk.at</p>
<p>Regional Health Insurance Fund of Lower Austria Dr. Karl-Renner Promenade 14-16 A-3100 St. Pölten Tel:+43 2742 899 Fax: +43 2742 899-6550 E-mail: info@noegkk.sozvers.at Internet: http://www.noegkk.at</p>	<p>Regional Health Insurance Fund of Upper Austria Gruberstraße 77 A-4020 Linz Tel: +43 732 78 07-0 Fax: +43 732 78 07-2274 E-mail: ooegkk@ooegkk.sozvers.at Internet: http://www.ooegkk.at</p>
<p>Regional Health Insurance Fund of the province of Salzburg Faberstraße 19-23 A-5024 Salzburg Tel: +43 662 8889-0 Fax: +43 662 8889-355 E-mail: sgkk@sgkk.sozvers.at Internet: http://www.sgkk.at</p>	<p>Regional Health Insurance Fund of Styria Josef-Pongraz-Platz 1 A-8010 Graz Tel: +43 316 8035-0 Fax: +43 316 8035-1590 E-mail: service@stgkk.sozvers.at Internet: http://www.stgkk.at</p>
<p>Regional Health Insurance Fund of Tyrol Klara-Pölt-Weg 2 A-6021 Innsbruck Tel: +43 512 59 16-0 Fax: +43 512 5916-300 E-mail: tgkk@tgkk.sozvers.at Internet: http://www.tgkk.at</p>	<p>Regional Health Insurance Fund of Vorarlberg Jahngasse 4 A-6850 Dornbirn Tel: +43 5572 302-0 Fax: +43 5572 302-1040 E-mail: vgkk@vgkk.sozvers.at Internet: http://www.vgkk.at</p>
<p>Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft (SVA)) Wiedner Hauptstraße 84-86 A-1051 Vienna Tel: +43 1 54 654-0 Fax: +43 1 54 654-385 E-mail: beitragswesen.wien@sva.sozvers.at Internet: http://esv-sva.sozvers.at/</p>	<p>Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger) Kundmanngasse 21 A-1030 Vienna Tel: +43 1 711 32-0 Fax: +43 1 711 32-3777 E-mail: posteingang.allgemein@hvb.sozvers.at Internet: http://www.sozialversicherung.at</p>

Regional Health Insurance Fund of Vienna**(Gebietskrankenkasse)**

Wienerbergstraße 15-19

A-1100 Vienna

Tel: +43 1 601 22-0

Fax: +43 1 602 46 13

Internet: <http://www.wgkk.at>**7.6 Educational leave:**

If an employee has been working uninterruptedly for three years, he/she, following consultations with his/her employer, may be allowed to take educational leave ([Bildungskarenz](#)) for a duration of 3 months to one year. During this leave period, wages/salary are not paid; instead, employees receive an educational allowance from the AMS Employment Service in the amount of €14.53. As of 1 October 2000, the educational allowance paid to employees aged 45 years and older amounts to the fictitious unemployment monies.

As a rule, there is no legal entitlement to educational leave. Further information on this subject may be obtained by contacting your local Chamber of Labour ([Arbeiterkammer](#)).

7.7 Family hospice leave

Within the framework of family hospice leave ([Familienhospizkarenz](#)), employees are entitled to care for critically ill family members as well as their severely-ill children who are living in the same household for a fixed period (three to six months).

The following arrangements can be agreed with the employer:

- reduction in working hours
- change in the work schedule (i.e. change from early shift to late shift)
- Unpaid leave of absence

Leave to care for the critically ill may be taken for the following family members:

- spouse
- parents, grandparents, children, grandchildren, adopted children and foster children
- life partners
- brothers and sisters
- parents-in-law and children-in-law

Initiatives to care for the critically ill or for severely ill children can also be administered by more than one family member during the same period.

Additional information is available at: Family hospice leave ([Familienhospizkarenz](#)) at the help server of the corresponding page of the Austrian Ministry of Business and Labour ([Bundesministeriums für Wirtschaft und Arbeit](#).)

8. Taxes

8.1 Income tax and employee tax assessment

Any person who maintains his/her principal residence in Austria is basically liable for paying taxes on all income derived from both foreign and domestic sources.

In order to avoid double taxation, Austria has concluded double-taxation agreements with all of its neighbouring countries and EEA countries. Taxes are paid in the country of the principal residence, irrespectively of the country in which the income has been earned.

In Austria, employers are responsible for remitting income tax to the Tax Office. Income taxes and social security contributions etc. of each employee derived from his/her employment relationship are withheld by the employer and paid to the Austrian Tax Office or to the responsible social security institution.

The Austrian income-tax system is based on progressive, staggered rates.

Tax on taxable annual income is calculated on the basis of the following taxation rates according to income range.

Taxable annual income in € as of 2003	Taxation rate (%)
0-3,640	0%
3,641 – 7,270	21%
7,271 – 21,800	31%
21,801 – 50,870	41%
as of 50,870	50%

Example:

Take the case of an employee whose annual income is €21,900 (assessment basis).

The first €3,640 is non-taxable, the next €3,630 is taxed at 21%, the following €14,530 at 31% and the remaining income is taxable at 41%.

However, the resulting tax burden is reduced in most cases due to deductions (e.g. sole-earner deduction (*Alleinverdienerabsetzbetrag*), single-parent deduction (*Alleinerzieherabsetzbetrag*) and the deduction for professional costs (i.e. commuting expenses, work supplies, office supplies and educational trips), special expenses (e.g. voluntary life insurance and pension plan) and extraordinary expenses (e.g. stay in hospital, nursing-home expenses).

When should you file a **tax declaration?** (if you have not yet been contacted by the Tax Office)

• If you have other income in addition to your taxable income (e.g. from work contracts) which exceeds €730 (2004), you should file an income-tax declaration. (*Einkommensteuererklärung*) (form E 1), and enclose an income and expense statement, balance sheet or net-income account.

Deadline for filing:

By April 30 or up to June 30 of the following year in the case of an online-assessment

•If, during the course of the calendar year, you have, at least from time to time, earned two or more taxable incomes for which tax was not calculated on the basis of all income for the same period (e.g. company pension in addition to General Social Insurance Act (*ASVG*) pension). In this case, file an Employee Tax Assessment Declaration (Form L 1).

Deadline for filing: September 30th of the following year

•If you are not entitled to sole-earner or single-parent deductions for the calendar year and if however, they have been accounted for during ongoing wage accounting, you will need to file an Employee Tax Assessment Declaration (Form L 1).

Deadline for filing: September 30th of the following year

Additional information on the topic of tax assessment and taxes, can be obtained from the Tax Office competent for your area of residence, the Federal Ministry of Finance, the relevant Internet pages of the [help-server](#) as well as at the homepage of the Federal Ministry of Finance ([Bundesministeriums für Finanzen](#))

Useful address

Federal Ministry of Finance (*BMF*)

Himmelpfortgasse 4-8

A-1010 Vienna

Tel: +43 1 514 33-0

Fax: +43 1 512 26 78

E-mail: post@bmf.gv.at

Internet: <http://www.bmf.gv.at>

9. Social Security

Social security (*Krankenversicherung*) falls under work-protection legislation (e.g. youth protection, compulsory maternity protection) and social-rights legislation (e.g. labour-contract law, labour-constitution law, legal terms and provisions of social security).

Most of the social security and other benefits (e.g. public assistance) also apply to **EU/EEA nationals and Swiss citizens**.

In Austria, almost all vocational groups whose income exceeds the so-called income limit of (€316.19 per month for 2004) are covered by social security. The latter is mandatory, i.e. as a rule, every independent and non-independent working person is obliged to pay social security premiums. Some vocational groups or, for instance, students and persons earning below the income limit are only included in certain areas of the social security scheme (e.g. accident insurance). Employees whose income is below the income limit are eligible for voluntary health and/or old age pension insurance.

In the case of non-independent working persons (employees), social security premiums are automatically withheld by the employer who is also responsible for registering his employees with the Social Security institution where they will be assigned a social security number.

Social security contributions from gainfully employed persons (employees) are paid proportionately by employees and employers. The amount of the social insurance contribution is fixed on the basis of whether employees are classified as workers, employees, apprentices, minimum income workers, etc.

Additional information concerning the contribution rate to be paid for social insurance ([Beitragssätze](#)), health insurance, accident insurance, pension insurance and unemployment insurance can be found at the relevant pages of the Austrian Social Security Institution.

Social insurance benefits:

- **Health insurance** including compulsory maternity protection: automatic and free insurance protection for family members (subject to certain preconditions) and parental leave allowance.
- **Accident insurance:** protection against accidents at the workplace and vocational illnesses and their consequences, e.g. invalidity and occupational incapacity etc.
- **Pension insurance:** old-age pension benefits etc.
- **Unemployment insurance:** Unemployment benefit payments in addition to emergency relief, special emergency, advance on pensions etc

Additional benefits include:

- [Family allowances](#) (*Familienbeihilfe*)
- [Public assistance from the province](#) (*Sozialhilfe*)
- [Personal care](#) and [long-term care insurance](#) (*Pflegevorsorge and Pflegeversicherung*)

There are many health-insurers in Austria, (the competent insurer depends on the place of residence and occupation) and all health-insurers fall under the responsibility of the Main Association of Austrian Social Security Institutions (*Hauptverband der Österreichischen Sozialversicherungsträger*). A free choice of insurance institutions is not allowed under the legal health insurance system. Further information may be obtained at the [Main Association of Social Security Institutions](#).

Useful addresses:

Federal Ministry of Finance (BMF) Himmelpfortgasse 4-8 A-1010 Vienna Tel: +43 1 514 33-0 Fax: +43 1 512 26 78 E-mail: post@bmf.gv.at Internet: http://www.bmf.gv.at	Federal Ministry of Economics and Labour (BMWA) Stubenring 1 A-1010 Vienna Tel: +43 1 711 00-2384 Bürgerservice Internet: http://www.bmwa.gv.at
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<p>Federal Ministry of Social Security, Generations and Consumerism Stubenring 1 A-1010 Vienna Tel: +43 1 711 00-0 Fax: +43 1 533 78 71</p> <p>Contact person – family allowance (<i>Familienbeihilfe</i>) Mrs. Karin Weisskirchner Sozialtelefon: 0800/20 16 11 Fax: +43 1 533 78 71 E-mail: karin.weisskirchner@bmsg.gv.at</p> <p>Contact person – social assistance Mr. Walter Wotzel (citizen services) Info-social hotline: 0800/20 16 11 Monday – Friday: 8.00 a.m. – 4:00 p.m. E-mail: walter.wotzel@bmsg.gv.at. briefkasten@bmsg.gv.at Internet: http://www.bmsg.gv.at</p>	<p>Information about health, accident and pension insurance at: http://www.sozvers.at</p> <p>Information about unemployment insurance at: http://www.ams.or.at</p>
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9.1 Health insurance

Health insurance (*Krankenversicherung*) covers free treatment by doctors and hospitals as well as sickness benefits etc.. You need to hand in an “illness voucher” (*Krankenschein*) when you visit a doctor. These vouchers are provided by your employer and €3.63 will be charged by voucher. (PLEASE NOTE: Self-employed persons, civil servants and farmers enjoy special provisions granted by their competent health insurer. Drug prescriptions are delivered at pharmacies for €4.35 per prescription (effective 2004).

You are automatically covered by health insurance if you:

- are employed or self-employed (**Please note:** New self-employed persons and minimum income employees receive health insurance upon application)
- receive unemployment benefits (*Arbeitslosengeld*), emergency relief (*Notstandshilfe*) or special emergency relief (*Sondernotstandshilfe*)
- receive a pension benefit
- receive a maternity allowance, parental leave allowance or childcare allowance

You may co-insure **your family members** (generally your spouse and children) provided their residence is Austria. Children are co-insured until their 18th birthday or up until their 27th birthday if they are in school or undergoing professional training (students as well). Children and spouses may be insured free of charge. For the co-insurance of childless married couples, the contribution is determined on the basis of the income of the working spouse.

If you plan to insure your family members, you must report this to your employer and your local health insurer (*Krankenkasse*).

You are also automatically covered by health insurance upon receipt of a pension.

Other health insurance **benefits** include dental treatment, rehabilitation, home nursing, recuperation assistance, health protection benefits, medical check-ups under the mother child pass system and sickness benefits.

For further information, please consult your competent health insurance institution or the following Internet addresses at the [Main Association of Austrian Social Security Institutions](#) and the [Help Server](#)

Useful addresses:

<p>Regional Health Insurance Fund of Burgenland (<i>Burgenländische Gebietskrankenkasse</i>) Esterhazyplatz 3 A-7000 Eisenstadt Tel: +43 2682 608-0 Fax: +43 2682 608-1041 E-mail: bgkk@bgkk.sozvers.at Internet: http://www.bgkk.at</p>	<p>Regional Health Insurance Fund of Carinthia (<i>Kärntner Gebietskrankenkasse</i>) Kempfstraße 8 A-9021 Klagenfurt Tel: +43 50 5855 (1000) Fax: +43 50 5855-2539 E-mail: kaerntner.gkk@kgkk.sozvers.at Internet: http://www.kgkk.at</p>
<p>Regional Health Insurance Fund of Lower Austria (<i>Niederösterreichische Gebietskrankenkasse</i>) Dr. Karl-Renner Promenade 14-16 A-3100 St. Pölten Tel:+43 2742 899 Fax: +43 2742 899-6550 E-mail: info@noegkk.sozvers.at Internet: http://www.noegkk.at</p>	<p>Regional Health Insurance Fund of Upper Austria (<i>Oberösterreichische Gebietskrankenkasse</i>) Gruberstraße 77 A-4020 Linz Tel: +43 732 78 07-0 Fax: +43 732 78 07-2274 E-mail: ooegkk@ooegkk.sozvers.at Internet: http://www.ooegkk.at</p>
<p>Regional Health Insurance Fund of Salzburg (<i>Salzburger Gebietskrankenkasse</i>) Faberstraße 19-23 A-5024 Salzburg Tel: +43 662 8889-0 Fax: +43 662 8889-355 E-mail: sgkk@sgkk.sozvers.at Internet: http://www.sgkk.at</p>	<p>Regional Health Insurance Fund of the province of Styria (<i>Steirische Gebietskrankenkasse</i>) Josef-Pongraz-Platz 1 A-8010 Graz Tel: +43 316 8035-0 Fax: +43 316 8035-1590 E-mail: service@stgkk.sozvers.at Internet: http://www.stgkk.at</p>
<p>Regional Health Insurance Fund of Tyrol (<i>Tiroler Gebietskrankenkasse</i>) Klara-Pölt-Weg 2 A-6021 Innsbruck Tel: +43 512 59 16-0 Fax: +43 512 5916-300 E-mail: tgkk@tgkk.sozvers.at Internet: http://www.tgkk.at</p>	<p>Regional Health Insurance Fund of Vorarlberg (<i>Vorarlberger Gebietskrankenkasse</i>) Jahngasse 4 A-6850 Dornbirn Tel: +43 5572 302-0 Fax: +43 5572 302-1040 E-mail: vgkk@vgkk.sozvers.at Internet: http://www.vgkk.at</p>

<p>Social Security Institution for Trade and Industry <i>(Sozialversicherungsanstalt der Gewerblichen Wirtschaft (SVA))</i> Wiedner Hauptstraße 84-86 A-1051 Vienna Tel: +43 1 54 654-0 Fax: +43 1 54 654-385 E-mail: beitragswesen.wien@sva.sozvers.at Internet: http://esv-sva.sozvers.at/</p>	<p>Main Association of Austrian Social Security Institutions <i>(Hauptverband der Österreichischen Sozialversicherungsträger)</i> Kundmannngasse 21 A-1030 Vienna Tel: +43 1 711 32-0 Fax: +43 1 711 32-3777 E-mail: posteingang.allgemein@hvb.sozvers.at Internet: http://www.sozialversicherung.at</p>
<p>Regional Health Insurance Fund of Vienna <i>(Wiener Gebietskrankenkasse)</i> Wienerbergstraße 15-19 A-1100 Vienna Tel: +43 1 601 22-0 Fax: +43 1 602 46 13 Internet: http://www.wgkk.at</p>	<p>Pension Insurance Institution <i>(Pensionsversicherungsanstalt)</i> Friedrich Hillegeist-Straße 1 A-1021 Vienna Tel: +43 50 303-0 Fax: +43 50 303-28850 E-mail: pva@pva.sozvers.at Internet: http://www.pensionsversicherung.at</p>

9.2 Accident Insurance

Accident insurance covers **benefits** payable as a result of workplace accidents, occupational illnesses and the accidental death of an employee. These benefits include accident treatment costs, rehabilitation, disability pensions, survivors' pensions and widow/widower allowance.

For further information, please consult the Austrian Social Insurance for Occupational Risks ([Unfallversicherungsanstalt](#)) or the Main Association of the Austrian Social Security Institutions ([Unfallversicherung](#))

Useful addresses:

<p>Austrian Social Insurance for Occupational Risks – AUVA – main office <i>(Allgemeine Unfallversicherungsanstalt – AUVA – Hauptstelle)</i> Adalbert Stifter Str. 65 Postfach 200 A-1201 Vienna Tel: +43 1 33 111-0 E-mail: HAV@auva.sozvers.at Internet: http://www.auva.at</p>	<p>Main Association of Austrian Social Security Institutions <i>(Allgemeine Unfallversicherungsanstalt – AUVA – Hauptstelle)</i> Kundmannngasse 21 A-1030 Vienna Tel: +43 1 711 32-0 Fax: +43 1 711 32-3777 E-mail: posteingang.allgemein@hvb.sozvers.at Internet: http://www.sozialversicherung.at</p>
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9.3 Pension Insurance

In 2003 a Pension Protection Act (*Pensionssicherungsgesetz*) adopted in Austria resulted in changes in eligibility requirements for the pension insurance (*Pensionsversicherung*) entitlement and superseded previous pension regulations (i.e. early retirement age in case of

unemployment as well as early retirement age in case of insurance premium contributions paid over a long period of time). The Pension Insurance Act has been in effect since 1 January 2004.

Basically the following provisions apply:

General Eligibility Requirements for retirement:

- **attainment of retirement age (i.e. normal retirement age):**
 - for women: 60th birthday
 - for men: 65th birthday
- **Fulfillment of qualifying period:**
 - 180 months of contributions (real or substitute months) within the previous 360 calendar months or
 - 180 real months of mandatory and/or voluntary contributions without required period for contribution accumulation or
 - 300 months of contributions up to the effective date of the retirement entitlement whereby only substitute months after January 1, 1956 will be considered.

An application for the old age pension can be made using the appropriate form or at your pension insurance institution without a form. In case you do not know which pension insurance institution is competent in your case, you can apply for your old age pension at any pension insurance institution which will pass your application on to the competent institution.

The following applies to EU/EEA citizens and Swiss citizens:

- The pension application must be submitted to the competent pension insurance institution in the country of residence of the person insured. It is then passed on to all previous pension insurers.
- The acquired pension periods from all countries should be taken into account to determine whether the qualifying period designated for receiving a pension has been fulfilled.
- All countries should pay a pension at the prorata rate of the duration of contributions in the case whereby the overall duration of contributions qualifies for a pension.
- In addition, benefits from occupational incapacity, invalidity, disability and/or survivor pensions exist.

Private pension schemes and pension savings plans offered and administered by companies are becoming increasingly important.

Persons who take care of a handicapped family member may arrange for a pension plan on a voluntary basis with costs being born by the Family Burdens Equalization Fund.

For further information, please consult your competent insurer or the respective page of the [help servers](#) and the pages of the [main association of the Austrian social security institutions](#) as well as the relevant page of the homepage of the [Austrian Chamber of Labour](#).

Useful addresses:

Social Security Institution for Trade and Industry <i>(Sozialversicherungsanstalt der Gewerblichen</i>	Main Association of Austrian Social Security Institutions <i>(Hauptverband der Österreichischen</i>
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<p>Wirtschaft (SVA)) Wiedner Hauptstraße 84-86 A-1051 Vienna Tel: +43 1 54 654-0 Fax: +43 1 54 654-385 E-mail: beitragswesen.wien@sva.sozvers.at Internet: http://esv-sva.sozvers.at/</p>	<p>Sozialversicherungsträger) Kundmannngasse 21 A-1030 Vienna Tel: +43 1 711 32-0 Fax: +43 1 711 32-3777 E-mail: posteingang.allgemein@hvb.sozvers.at Internet: http://www.sozialversicherung.at</p>
<p>Pension Insurance Institution (Pensionsversicherungsanstalt) Friedrich Hillegeist-Straße 1 A-1021 Vienna Tel: +43 50 303-0 Fax: +43 50 303-28850 E-mail: pva@pva.sozvers.at Internet: http://www.pensionsversicherung.at</p>	

9.4 Unemployment insurance

9.4.1 Unemployment insurance benefits

The AMS Employment Service is responsible for unemployment insurance benefits in Austria.

Eligibility requirements for EU/EEA citizens, third-country family members as well as Swiss citizens:

In principle, any unemployed person who meets the basic criteria of ability and willingness to work among other criteria is entitled to unemployment benefits provided he/she is available for placement and may be employed. **EU/EEA citizens as well as Swiss citizens** can and should make use of the employment service. This also applies in the case of their family members (spouse, children, step-children and adopted children) even if they do not possess an EU/EEA citizenship (i.e. **third country family members.**) (**Special provisions for new EU citizens:** Nationals from new accession countries- apart from Malta and Cyprus- are still currently subject to the restriction that if they were employed under a seasonal permit, they are not eligible for the Austrian benefit entitlement.)

To be eligible for unemployment benefits, an applicant must also have fulfilled the following qualifying periods:

- he/she has been employed for at least 26 weeks over the past 12 months (applies to persons up to their 25th birthday) or
- he/she has been employed for at least 52 weeks over the past 24 months (applies to persons over 25 upon initial claim)
- he/she was employed for at least 28 weeks during the past year (applies to additional claims)

If you, as a **Swiss citizen, EU/EEA citizen** or a **third-country family members** have already made insurance contributions **in an EEA country**, this period will be taken into consideration for the fulfilment of the qualifying period and to determine the duration of the reference period if you have been employed in Austria and have paid the mandatory unemployment

insurance for at least one day prior to application for the unemployment benefit. The minimum employment period is not necessary for those at the income cut-off level under certain circumstances.

Unemployment benefits consist of a **basic sum**, **family supplements** and various supplementary benefits.

The **basic sum** amounts to 55% of the daily net income. The net income is based on the yearly assessment for compensation which is determined by the Main Association of Austrian Security Institutions.

The earnings of the penultimate calendar year are considered for applications prior to June 30, and the earnings of the current year for applications submitted thereafter. In the case whereby assessment bases are not available at the Main Association of Austrian Security Institutions, the average gross income for the previous six months is applied (including pro rata special payments).

Family supplements (*Familienzuschläge*) are granted to spouses (partners) and children, grandchildren, stepchildren, adopted and foster children, if the unemployed person contributes significantly to their maintenance, and the person has an income which does not exceed €16.19 (2004). Family supplements are only granted to family members who are living in Austria. A family allowance is only granted for a spouse with minors (children who are older than 18 years of age are considered to be minors as long as they are undergoing vocational or educational schooling (students), and are eligible for family allowance.

In general, **unemployment benefits may be received for up to 20 weeks** (exception: older employees who have long working periods and are in the reemployment scheme may receive unemployment benefits for up to three to four years).

If payment of unemployment benefit claims is suspended, resumption of payment of the remainder of the benefits is possible within a period of three years (calculated from the last day of receipt of benefits). No entitlement to continued claims exists in the case of a new eligibility status.

Claims for unemployment benefits may only **be made in person** at the competent regional office. If you become unemployed, contact your regional office as soon as possible as unemployment benefits are **not paid retroactively**.

During the period in which you receive unemployment benefits, you and your family members continue to be covered by health insurance.

For further information, please contact the AMS regional offices or see the section on "Benefits" ([Leistungen](#)) at the AMS homepage.

9.4.2 Claiming benefits from abroad

As a Swiss citizen, EU/EEA citizen, you are entitled to stay in Austria for three months in order to seek work and, your employment benefits may be transferred from your home country during this period. Authorization to transfer your employment benefits to Austria and the requisite Form E 303 can be obtained from the employment administration in your home country. You must report to a regional AMS office, with the E 303 form, within seven days after leaving your home country.

If you find employment, you are required to report this promptly.

If you have not found employment in Austria within the time period stipulated on the E 303

form, you may only continue to receive your unemployment benefits if you return to your home country in good time. If you fail to do so, your benefits will cease.

For further information, you may contact the local employment administration in the country where you are presently residing.

9.4.3 Emergency Relief

Eligibility requirements:

If entitlements to unemployment benefits or parental-leave stipends are exhausted and you continue to be unemployed, emergency relief can be claimed if:

- the job seeker is at the disposal of the employment service, and in particular is able and willing to work and is unemployed
- the claimant is in dire straits.

EU/EEA citizens, Swiss citizens and third country family members may receive emergency relief (see above).

Emergency relief amounts to about 92% to 95% of the base unemployment benefit.

For further information, please contact the AMS regional offices or see [Leistungen](#) (benefits) on the AMS homepage.

9.5 Family allowance

EU/EEA citizens shall only be entitled to a family allowance if they had been employed for at least one day in Austria. Applications for the family allowance must be made with the responsible **tax office of an applicant's place of residence**. **Swiss citizens** also benefit from an easing of eligibility requirements for family allowances.

Family allowances can be granted for children whose main residence is in Austria under the following circumstances:

They are:

- minors (up to 18 years of age)
- youth who have attained majority (e.g. students) and who are undergoing vocational training or continuing vocational education until their 26th birthday, as long as the total duration of their studies does not exceed the legally stipulated limit (except for compelling reasons);
- youth who have attained the age of majority and who are physically or mentally disabled

Any income children may receive before their 18th birthday is disregarded. If the earnings of older children exceed a specific annual limit, the family allowance is forfeited. Apprentices' indemnifications are not taken into consideration.

The **amount of the family allowance** depends on the child's age and amounts to a maximum of €152.70 per month (2004). Supplements are granted as of the second child or one or more disabled children. In a joint household, the parent who is the primary caregiver shall be entitled to receive the family allowance. Family allowances are paid every two months.

9.5.1 Travel allowance for pupils and apprentices/pupil or apprenticeship free ticket

Claims for travel allowances and free tickets for pupils or apprentices are only granted if a family assistance allowance is received (Familienbeihilfe). However, a contribution in the amount of €19.60 is to be paid to benefit from the free travel.

According to youth training and safety laws, school attendees are on equal par as apprentices.

Further information is available at the homepage of the Federal Ministry for Social Security, Generations and Consumerism ([Bundesministeriums für Soziale Sicherheit, Generationen und Konsumentenschutz](#)) and with the tax office of your respective area of residence.

Useful addresses:

Federal Ministry of Finance (BMF) Himmelpfortgasse 4-8 A-1010 Vienna Tel: +43 1 514 33-0 Fax: +43 1 512 2678 E-mail: post@bmf.gv.at Internet: http://www.bmf.gv.at	Federal Ministry of Social Security, Generations and Consumerism (BMSG) Stubenring 1 A-1010 Vienna Tel: +43 1 711 00-0 Fax: +43 1 533 78 71 Contact person – family allowance (Familienbeihilfe) Mrs. Karin Weisskirchner Info-social hotline: 0800/20 16 11 E-mail: karin.weisskirchner@bmsg.gv.at
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9.6 Social assistance

Social assistance ([Sozialhilfe](#)) is granted when the prerequisites for benefits from other insurance systems (e.g. unemployment insurance) have not been met (“subsidiarity” principle).

Moreover, social assistance falls within the legislative and executive jurisdiction of the provinces. All social assistance benefits are tailored flexibly to individual circumstances. Applications for social assistance may be filed at the community office at your place of residence and/or at the district offices of the Municipal Authority (Social Services Office) in larger cities.

EEA citizens shall be entitled to social assistance following a five-year residence in Austria (calculated from date of the accession of the respective country to the EU). Prior to this, only under lawful employment, payment is made from the unemployment insurance or a statement of employment is provided.

Useful address:

Federal Ministry of Social Security, Generations and Consumerism

Stubenring 1

A-1010 Vienna

Contact person: Mr. Walter Wotzel (Bürgerservice)

Monday to Friday: 8.00 – 4:00

Social tel: 0800/20 16 11

Tel: +43 1 711 00-0

Fax: +43 1 711 00-2001

E-mail: walter.wotzel@bmsg.gv.at.

9.7 Personal care – long-term care insurance

Effective as of 1 January 2004, financial support may be provided for a close family member who:

- for a minimum of one year, has been primarily taking care of a **person in need of care** entitled to a care benefit of classification level 4 under the Federal Care Benefit Act and
- is prevented from providing care due to illness, holiday or other important reasons.

Additional information is available under Personal Care ([Pflegevorsorge](#)) at the homepage of the Federal Ministry of Social Security, Generations and Consumerism.

Parents, grandparents, adoptive parents, step-parents and foster parents who dedicate themselves to **the care of a handicapped child** living in the same household have the possibility of being insured at the Pension Insurance ([Pensionsversicherung](#)) by filing an application.

The premium shall be paid by the Equalization Fund for Family Allowances, so that no costs accrue to the self-insured person. Self-insurance is possible until the 30th birthday of their child.

This benefit is granted under the following circumstances:

- The caregiver is living in a common household with the child
- Primary residence ([Hauptwohnsitz](#)) is Austria
- The provision of a higher Family Allowance ([erhöhten Familienbeihilfe](#)) for the child
- The child is taken care of on a full-time basis by the caregiver

Additional information is available under Care Insurance ([Pflegeversicherung](#)) at the Help-Server

10 Checklist for relocating in Austria

Before departure to Austria:

Find out as much as possible about the living and working conditions in Austria, especially concerning the region, and in particular the city where you would like to settle down.

Don't forget to bring the following **documents**:

- Your **passport** or your personal **I.D.** – make sure any accompanying children who are minors are included in your passport
- Other **personal documents** (e.g. birth certificate, marriage certificate)
- The necessary **E-forms** (E 111, E 119, E 301, E 303, E 101, E 104 etc.)
Consult the EURES advisor in your homeland to determine which E-forms are necessary for you and your family.
- The necessary **documents** for your vehicle: driver's license, vehicle registration
 - For importing your vehicle into Austria: 2 photos of your car taken diagonally from the front left side, operating manual of your car, sales contract or your leasing contract
- Translations of **certificates, diplomas, work certificates, character references/work testimonials**

- **Curriculum vitae** and German translation
- **Your children's certificates and school attendance** translated into German to help your children be placed in the appropriate school grade as quickly as possible.

You should make arrangements for:

- **accommodations** (hotel, apartment) upon arrival and hotel and pension reservations in advance.
- sufficient **funds** to cover any unexpected expenses (rent, living costs etc) for the first month.
- **health and emergency insurance** in the event of an accident or serious illness during your trip.
- your entitlements to be paid in Austria, in the event of **unemployment**. Contact your EURES advisor
- contacting the competent **authorities** in your homeland (registration authorities, school, etc.) **about your planned** move to Austria
- the necessary vaccinations or EU pet pass for any **household pets** that you plan to take along with you.

Upon arrival in Austria:

- Within 3 days of moving into your new accommodation, register with the responsible **residence registration authorities**
- Promptly contact your employer
- If you are coming to Austria **to look for a job**, register within 7 days with the regional office of the AMS Employment Service
- Register with the responsible **social security institution** (*Sozialversicherungsanstalt*) (this especially applies to minimum income employees, new self-employed persons and family members)
- Open a **bank account**
- Register your **private vehicle**
- Register with the responsible Department of the Municipality office or the city council for the **dog tax**
- Register with the competent Tax Office (taxes, childcare assistance)
- Register for **gas and electricity** as well as your **telephone, television and radio**
- Contact the municipality office, the city school board, school authorities of the province in order to register your children for school

11. Useful addresses

11.1 Embassies

<p>Royal Belgian Embassy Wohllebeng. 6 A-1040 Vienna Tel: +43 1 502 07-0 Fax: +43 1 502 07 22 E-mail: vienna@diplobel.org Internet: http://www.diplomatie.be/viennade</p>	<p>Royal Danish Embassy Führichg. 6 A-1010 Vienna Tel: +43 1 512 79 04-0 Fax: +43 1 513 81-20 E-mail: vieamb@um.dk Internet: http://www.daenischebotschaft.at</p>
<p>Embassy of the Federal Republic of Germany Metternichg. 3 A-1030 Vienna Tel: +43 1 711 54 0 Fax: +43 1 713 83 66 Emergency number in Austria: 0650/711 55 00 E-mail: reg1-dip@wien.dipo.de Internet: http://www.deubowien.at</p>	<p>Embassy of the Republic of Finland Gonzagag. 16 A-1010 Vienna Tel: +43 1 531 59-0 Fax: +43 1 535 57 03 Emergency number in Austria: 0664/24 27 653 E-mail: sanomat.wie@formin.fi Internet: http://www.finland.at</p>
<p>Embassy of the French Republic Technikerstr. 2 A-1040 Vienna Tel: +43 1 502 75-0 Fax: +43 1 502 75 168 E-mail: presse@ambafrvienne.at Internet: http://www.ambafrance-at.org</p>	<p>Embassy of the Hellenic Republic of (Greece) Argentinierstr. 14 A-1040 Vienna Tel: +43 1 505 57 91 Fax: +43 1 505 62 17 E-mail: hellasemb@greekembassy.jet2web.at</p>
<p>Embassy of Ireland Rotenturmstr. 16-18/5. Stock A-1010 Vienna Tel: +43 1 715 42 46 Fax: +43 1 713 60 04 E-mail: Vienna@dfc.ie</p>	<p>Embassy of the Republic of Iceland Naglerg. 2/3/8 A-1010 Vienna Tel: +43 1 533 27 71 Fax: +43 1 533 27 74 Standby number in Austria: 01/533 27 71 E-mail: icedel.vienna@utn.stjr.is Internet: http://www.iceland.org/at</p>
<p>Embassy of the Republic of Italy Rennweg 27 A-1030 Vienna Tel: +43 1 712 51 21 Fax: +43 1 713 97 19 Emergency number in Austria: 0676/708 48 84 E-mail: info@ambitaliavienna.org.it Internet: http://www.ambitaliavienna.org</p>	<p>Embassy of the Grand Duchy of Luxembourg Sternwartestr. 81 A-1180 Vienna Tel: +43 1 478 21 42 Fax: +43 1 478 21 44 Emergency number in Austria: 0664/426 59 14 E-mail: vienne.amb@mae.etat.lu</p>

<p>The Royal Norwegian Embassy Reisnerstr. 55-57 A-1030 Vienna Tel: +43 1 715 66 92 Fax: +43 1 712 65 52 Emergency number in Austria: 0699/181 90 100 E-mail: emb.vienna@mfa.no Internet: http://www.norwegen.or.at</p>	<p>The Royal Netherlands Embassy Opernring 5/7. Stock A-1010 Vienna Tel: +43 1 589 39-0 Fax: +43 1 589 39 265 Emergency number in Austria: 0664/203 82 59 E-mail: nlgovwen@eunet.at Internet: http://www.netherlands-embassy.at</p>
<p>The Royal Swedish Embassy Obere Donaustr. 49-51 A-1025 Vienna Tel: +43 1 217 530 Fax: +43 1 217 53 370 E-mail: ambassaden.wien@foreign.ministry.se</p>	<p>Embassy of Switzerland Prinz-Eugen-Str. 7 A-1030 Vienna Tel: +43 1 795 05-0 Fax: +43 1 795 05 21 E-mail: vertretung@vie.rep.admin.ch Internet: http://www.eda.admin.ch/wien</p>
<p>Embassy of the Kingdom of Spain Argentinierstr. 34/Theresianumg. 25 A-1040 Vienna Tel: +43 1 505 57 88 Fax: +43 1 505 57 88-25 Emergency number in Austria: 0664/120 32 96 E-mail: embespat@mail.mae.es http://www.embesp-at.org</p>	<p>Embassy of the United Kingdom of Great Britain and Northern Ireland Jauresg. 12 A-1030 Vienna Tel: +43 1 716 13-0 Fax: +43 1 716 13 2999 Emergency number in Austria: 0676/569 40 12 E-mail: press@britishembassy.at E-mail: chancery@britishembassy.at Internet: http://www.britishembassy.at</p>
<p>Embassy of the Principality of Liechtenstein Löwelstr. 8/7 A-1010 Vienna Tel: +43 1 535 92 11 Fax: +43 1 535 92 114 E-mail: info@rie.rep.llv.li Internet: http://www.liechtenstein.li</p>	<p>Embassy of Portugal Opernring 3/1/1 A-1010 Vienna Tel: +43 1 586 75 36-0 Fax: +43 1 586 75 36-33099 E-mail: portugal@portembassy.at</p>
<p>Embassy of the Republic of Estonia Wohllebengasse 9/Stg. 1 A-1040 Vienna Tel: +43 1 503 77 61 Fax: +43 1 503 77 61 20 E-mail: embassy@estwien.at E-mail: saatkond@estwien.at</p>	<p>Embassy of the Republic of Latvia Stefan-Esders-Platz 4 A-1190 Vienna Tel: +43 1 403 31 12-0 Fax: +43 1 403 31 12 27 E-mail: embassy.Austria@mfa.gov.lv</p>

<p>Embassy of the Republic of Lithuania Löweng. 47 A-1030 Vienna Tel: +43 1 718 54 67-0 Fax: +43 1 718 54 69 E-mail: amb.at@urm.lt</p>	<p>Embassy of the Republic of Malta Opernring 5 A-1010 Vienna Tel: +43 1 586 50 10 Fax: +43 1 586 50 10-9 E-mail: maltaembassy.vienna@gov.mt</p>
<p>Embassy of the Republic of Poland Hietzinger Hauptstraße 42c A-1130 Vienna Tel: +43 1 870 15-0 Fax: +43 1 870 15 100 E-mail: info@botschafttrp.at Internet: http://www.botschafttrp.at</p>	<p>Embassy of the Republic of Slovakia Armbrusterg. 24 A-1190 Vienna Tel: +43 1 318 90 55-0 Fax: +43 1 318 90 55-208 E-mail: slowakembassy@vienna.mfa.sk (Internet: http://www.vienna.mfa.sk site under construction)</p>
<p>Embassy of the Republic of Slovenia Nibelungengasse 13 A-1010 Vienna Tel: +43 1 586 13 09 Fax. +43 1 586 12 65 E-mail: vdu@mzz-dkb.gov.si</p>	<p>Embassy of the Czech Republic Penzinger Straße 11-13 A-1140 Vienna Tel: +43 1 894 37 41 Tel: +43 1 894 21 25 Fax: +43 1 894 12 00 E-mail: Vienna@embassy.mzv.cz Internet: http://www.mzv.cz/vienna</p>
<p>Embassy of the Republic of Hungary Bankgasse 4-6 A-1010 Vienna Emergency number in Austria: 0664/315 0 156 Tel: +43 1 537 80 300 Fax: +43 1 532 11 17, +43 1 535 99 40 E-mail: kom@huembvie.at</p>	<p>Embassy of the Republic of Cyprus Parkring 20 A-1010 Vienna Tel: +43 513 06 30-0 Fax: +43 1 513 06 32 E-mail: embassy2@cyprus.vienna.at</p>

11.2 European Employment Service (EURES) advisers in Austria

<p>AMS Employment Service of Burgenland Contact person: Mr. Günther Wilfinger Permayrstr. 10 A-7000 Eisenstadt Tel: +43 2682 692 169 Fax: +43 2682 692-179 E-mail: Guenther.Wilfinger@100.ams.or.at Sprachen: Englisch Region: Burgenland</p>	<p>AMS Employment Service of Carinthia Contact person: Mr. Karl Lenzhofer Rudolfsbahngürtel 42 A-9020 Klagenfurt Tel: +43 463 3831-123 Fax: +43 463 3831-192 E-mail: Karl.Lenzhofer@200.ams.or.at Languages: English, Italian, French Region: Carinthia, EURALP border region</p>
<p>AMS Employment Service of Lower Austria Contact person: Mr. Rudolf Fischer Daniel-Gran-Straße 10 A-3100 St. Pölten Tel: +43 2742 309-2013 Fax: +43 2742 309-2404 E-mail: Rudolf.Fischer@326.ams.or.at Language: Englisch Region: Lower Austria</p> <p>Contact person: Mrs. Martina Vodrazka Hohenstaufengasse 2 A-1010 Vienna Tel: +43 1 531 36-210 Fax: +43 1 531 36-277 E-mail: martina.vodrazka@300.ams.or.at Languages: English, French, Italian Region: Lower Austria</p>	<p>AMS Employment Service of of Upper Austria Contact person: Mrs. Petra Rosenstingl Europaplatz 9 A-4021 Linz Tel: +43 732 6963-20136 Fax: +43 732 6963-20190 E-mail: Petra.Rosenstingl@400.ams.or.at Languages: English, French Region: Upper Austria Interalp border region</p>
<p>AMS Employment Service of Salzburg Contact person: Mr. Gerhard Bogensperger Kuenburgstr. 634 A-5580 Tamsweg Tel: +43 6474 8484-5130 Fax: +43 6474 8484-5090 E-mail: gerhard.bogensperger@500.ams.or.at Language: English Region: Province of Salzburg Interalp border region</p>	<p>AMS Styria Contact person: Mrs. Ingrid Dimai Niesenberggasse 67-69 A-8020 Graz Tel: +43 316 7080-9401 Fax: +43 316 7080-9222 E-mail: Ingrid.Dimai@607.ams.or.at Language: English Region: Styria</p>

<p>AMS Employment Service of Tyrol Contact person: Mr. Otto Hosp Schöpfstraße 5 A-6010 Innsbruck Tel: +43 512 5903-724 Fax: +43 512 5903-20 E-mail: Otto.Hosp@702.ams.or.at Language: English Region: Tyrol Grenzregion: Interalp</p> <p>Contact person: Mrs. Silvia Casotti Oskar-Pirlo-Straße 13 A-6333 Kufstein Tel: +43 5372 64891-60 Fax: +43 5372 61936 silvia.casotti@705.ams.or.at Languages: English, Italian, French Region: Tyrol Interalp border region</p>	<p>AMS Employment Service of Vienna Contact person: Mrs. Ida Maria Gasparotto Neubaugasse 43 A-1070 Vienna Tel: +43 1 87871-30008 Fax: +43 1 87871-30289 E-mail: Ida-Maria.Gasparotto@970.ams.or.at Languages: English, Italian, French Region: Vienna</p> <p>Contact person: Mr. Robert Popovits Neubaugasse 43 A-1070 Vienna Tel: +43 1 87871-30222 Fax: +43 1 87871-30289 E-mail: Robert.Popovits@970.ams.or.at Languages: English, French, Spanish Region: Province of Vienna</p> <p>Contact person: Mr. Harald Wurzer Hietzinger Kai 139 A-1130 Vienna Specialized centre for tourism Tel: +43 1 87871-26222 Fax: +43 1 87871-26289 E-mail: Harald.Wurzer@966.ams.or.at Language: English Region: Province of Vienna</p>
<p>AMS Employment Service of Vorarlberg Contact person: Mr. Dietmar Müller Bahnhofstraße 1b A-6700 Bludenz Tel: +43 5552 62371-27 Fax: +43 5552 66298 E-mail: Dietmar.Mueller@801.ams.or.at Language: English Region: Vorarlberg Bodensee border region</p>	<p>AMS Employment Service of Austria Contact person: Mrs. Doris Witek-Weindorfer Treustraße 35-43 A-1203 Vienna Tel: +43 1 331 78-314 Fax: +43 1 331 78-130 E-mail: Doris.Witek-Weindorfer@001.ams.or.at Language: English</p>