

Register as jobseeker

If your training or employment relationship ends, you must register as a jobseeker at least 3 months in advance.

Competent Department

- [Agentur für Arbeit Bremen-Bremerhaven](#)
- [Agentur für Arbeit Bremen-Vegesack](#)
- [Agentur für Arbeit Osterholz-Scharmbeck](#)
- [Bundesagentur für Arbeit](#)

Basic information

As an employee, you are required by law to register as a jobseeker with the Employment Agency at least 3 months before the end of your employment. If you have learned of the end of your employment relationship less than 3 months beforehand, you must register as a jobseeker within 3 days.

The same applies if you are undergoing extra-company training and are subsequently threatened with unemployment.

After you have registered as a job seeker, the Employment Agency will support you in your search for a suitable job.

In general, you should register as a jobseeker with the Employment Agency as early as possible if

- you have been dismissed,
- your fixed-term employment contract is expiring,
- you have concluded a termination agreement with your employer by mutual agreement,
- you are looking for work again after a long illness
- school, vocational training or studies are coming to an end and you do not yet have a contractually fixed job or training position,
- you want to return to work after having raised children for a longer period of time, or
- you are looking for work for other reasons.

Requirements

Once they have been registered, they can take up employment that is subject to compulsory insurance and involves at least 15 hours of work per week.

What documents do I need?

- Identity document (identity card or passport and registration certificate)
 - When registering for work in person at the employment agency.

Procedure

You can register as a jobseeker with the employment agency online, in writing, by telephone or in person. When doing so, please observe the deadlines stated. The subsequent counseling appointments can be made in person, by phone or digitally.

In writing:

- Send an informal letter to your relevant employment agency office or to the employment agency's general address.
- Tell them your name and address and the date from which you wish to register as a jobseeker or when your employment ends and that you wish to register as a jobseeker.
- The Employment Agency will then contact you about a counseling appointment.

By telephone:

- Call the service hotline and tell them you want to register as a job seeker.
- The Employment Agency will then schedule a counseling appointment with you.

Online:

- Log on to the portal of the Employment Agency.
- Select there that you want to register as a job seeker.
- Fill in the fields indicated.
- The employment agency will then contact you about a counseling appointment.

In person:

- Visit the employment agency office responsible for you and register there as a job seeker.
- If possible, you will be given a counseling interview immediately. If this is not possible, you will receive a counseling appointment.

Legal bases

- [§ 38 Absatz 1 Sozialgesetzbuch Drittes Buch \(SGB III\)](#)

What deadlines must be paid attention to?

Register as a job seeker: No later than 3 months before the end of your employment or external training relationship.

If you only find out afterwards that your employment or training will end in less than 3 months, you must register as a jobseeker with the Employment Agency within 3 days.

How long does it take to process

Usually about 10 to 20 minutes, the personal consultation on site usually takes between 30 and 60 minutes. To be on the safe side, plan a little more time.

What are the costs?

There are no costs involved.