

**EMPLOYMENT REGISTRATION DESK / OFFER OF EMPLOYMENT**

(to be completed in person by the individual wishing to hire a private household employee in conformity with the Private Household Employees Ordinance)

DATE OF REGISTRATION: .....

Mr  Ms

Family name: ..... First name(s): .....

Nationality(ies): ..... Date of birth: .....

Tel.: ..... Canton of residence: .....

Official function: .....

FDFA Legitimation Card type (B, C, D or K): ..... FDFA Legitimation Card number: .....

Number of persons living in my household: .....

Number of minor children: ..... Age of the children: .....

E-mail (optional): .....

Address (optional): .....

Required language/s:  English  French  German  Italian  Portuguese  Spanish

Other/s: .....

Type of work:  housework  childcare  gardening  table service  cooking  laundry

Other: .....

Accommodation:  yes  no (availability of external accommodation)

Desired commencement of employment:  immediately  to be agreed  before .....

Preference for:  a woman  a man

I hereby authorise the CAGI to give my contact details to any person seeking employment as a private household employee in conformity with the Private Household Employees Ordinance of 6 June 2011 and to forward for approval my offer of employment to the Federal Department of Foreign Affairs (FDFA). I also undertake to inform the CAGI without delay if I recruit a private household employee.

Date: ..... Signature: .....

The CAGI and the FDFA decline all responsibility with regard to this offer of employment. Responsibility remains entirely with the person who has completed and signed this offer of employment.

**To be completed by CAGI**

Offer valid until: .....

**To be completed by FDFA Protocol in Bern or the Permanent Mission of Switzerland in Geneva**

The employment application is:  to be published for 3 months (renewable if necessary).  
 not to be published and must be refused.

Date: ..... Official stamp and signature: