

## Declaration

*If you are not registered as resident in the Civil Registration System (CPR) in Denmark, you must declare that you have real and actual employment in Denmark by completing this statement and send it to the relevant provider of the selected Vocational Training Programme.*

Name and address of participant.....

Personal tax number (CPR-number)

.....

Name of company.....

Central Business Register Number (CVR-number).....

Vocational Training Programme/single subject course number.....

Name of the provider (school) to which the declaration is sent.....

### **Declaration of employment status by an employee not registered as resident in the Civil Registration System (CPR) when signing up for a Vocational Training Programme (AMU)**

For persons not registered with permanent residence in the Civil Registration System (CPR), it is according to section 9 in the Vocational Training Programmes Order a condition for access to Vocational Training Programmes that the person in question has real and actual employment in Denmark. This condition consists of two parts: 1) That the employment is real and actual, 2) that the employment is located in Denmark. By signing this statement, the employee and the employer confirm that these requirements have been met. (This information can be submitted by other means than using this form).

**For employees, this entails the following according to the Vocational Training Programmes Act:**

1) Real and actual employment:

**“An employment is only considered real and actual if the employee – in addition to participating in a Vocational Training Programme (AMU) or Individual Competence Assessment (IKV) – provides services for and receives instructions from an employer that is normally considered to belong to the labour market. An employment as an employee that is so small scale that it constitutes only a marginal supplement is not considered real and actual employment”.**

Notice: EU/EEA citizens who can be issued an EU residence document in accordance with sections 22-24 of the EU Residence Order will meet the conditions. If the employee has such a document, a copy of this can be enclosed along with the declaration. An EU residence document is issued by the Danish Agency for International Recruitment and Integration (SIRI).

If a copy of the EU residence document cannot be enclosed, the conditions for admission may still be met. For the purpose of case processing, the employee and the employer may confirm that the employee is employed to work for at least 10 hours per week for at least 10 weeks.

For persons who are not EU/EEA citizens, a copy of the work permit can be enclosed.

2) Employment in Denmark:

**“An employee has employment in Denmark if the person in question performs his services... either in another natural person's private household located in Denmark or in another (natural or legal) person's business from a place of business in Denmark. If the company.... also has a place of business in one or more other countries, the person in question is only considered to have employment in Denmark if the person in question is in Denmark while the job is being carried out. However, an employee in such a company is also considered to be employed in Denmark if the person in question primarily receives instructions on how to execute the job from Denmark.”**

Notice: The requirement regarding the company's place of business means, firstly, that the company must have a place of business (office or similar) in Denmark. Secondly, at least one of the following requirements must be met (tick the requirement/requirements that are met):

- The company has no place of business in any other country.*
- The employee is in Denmark while performing the job.*
- The employee mainly receives instructions from Denmark on the execution of the work.*

**By signing below, both the employee and his employer confirm, 1) that the employee has real and actual employment, and 2) that it is employment in Denmark as described above, cf. the tick boxes above. In addition, the following must be stated:**

**Is the employment time limited?** no:  yes:  **If yes, indicate the expiry date:** .....

**What tasks must the employee perform?** .....

Description.....

The following is enclosed (tick): EU residence document  Work permit:

If an EU residence document is not enclosed, the following may be stated (and an employment contract enclosed). Will the employee (in addition to participating in a Vocational Training Programme) perform tasks for at least 10 hours per week for a period of at least 10 weeks?

Yes:  No:  If no: Describe working hours and duration.....

The contract of employment can be attached.

Employee's signature: (date: .....)

Signature of the company: (date: .....)

Name of the signatory: (date :.....)