



Application for a

work permit up to a maximum of 4 months

K 2

(valid for Non-EU/EFTA citizens)

without interruption valid up to a maximum of 4 months within a calendar year

Planned date of entry

Planned date of departure

periodical, isolated days valid up to a maximum of 120 within a year

Number of days requested p.a.

Planned date of entry

for further information see
www.sem.admin.ch

Employer or place of work in the canton of Zug

Name of Company	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
P.O. Box	<input type="text"/>	Fax	<input type="text"/>
ZIP Code and place	<input type="text"/>	E-Mail	<input type="text"/>
Total number of employees	<input type="text"/>		

Swiss citizens or foreigners with residence permits (C) thereof are

Foreigners with short-term or long-term permits (L or B)

thereof are
full time employees

full time employees

part time employees

part time employees

Particulars concerning the foreign employee

Family Name	<input type="text"/>		
First Name	<input type="text"/>	Date of birth	<input type="text"/>
Nationality	<input type="text"/>	Marital status	<input type="text"/>
Foreign address			
Address	<input type="text"/>	Phone <small>incl. country code</small>	<input type="text"/>
ZIP Code and place	<input type="text"/>	Fax <small>incl. country code</small>	<input type="text"/>
Country	<input type="text"/>		
Place of visa	<input type="text"/>	where the permit is to be picked up (swiss embassy or consulate general see: www.eda.admin.ch/eda/en/home.html)	

Particulars of planned stayFunction and
job title
Reasons for and
short description of
planned stay

The employer has to prove that recruiting efforts were conducted in Switzerland and in EU/EFTA countries and that no qualified Swiss citizen, foreign national with Swiss residence permit or EU/EFTA citizen could be selected.

Description of your
recruiting efforts
RAV, newspapers,
Amtsblatt, internet,
employment agencies
etc.
**enclose all
documents****Remuneration**Remuneration in CHF
if paid out in Switzerland
per month,
grossworking conditions and salaries
customary in Switzerland
must be applied**Particulars of the foreign employer** if paid out abroad

Name of Company

Contact

ZIP Code and place

Fax incl. country code

Country

E-Mail

if applicable, enclose power of attorney

Place and date

Stamp and
signature of
the employer
Please send this application to**Amt für Wirtschaft und Arbeit**Section workforce
Aabachstrasse 5
P.O. Box
6301 Zug

For questions and further information

Phone ++41 (0)41 728 55 20

E-Mail info.awa@zg.chInternet www.zg.ch/awa**together with the required enclosures as outlined in the attached list**

AWA approved

date, signature

Type of Assignment	List of Required Enclosures										
	Reasons for application (incl. information about company, project, job and foreign employee)	Application form	Written employment agreement or delegation confirmation (incl. information about salary, allowances and/or coverage of expenses while in Switzerland)	CV	Proof of qualification (e.g. diploma)	Proof of recruiting efforts in Switzerland and EU- or EFTA-states (e.g. copy of ads)	Description of training program	Proof of school enrollment and internship requirement	Copy of contract for services	Business plan	Copy of valid passport
Transfer within the company:											
- Sr. Manager	X	X	X								X
- Highly qualified Specialist	X	X	X								X
- Trainee	X	X	X	X	X		X				X
Sr. Manager to start up a new company in Switzerland	X	X	X	X	X					X	X
Service Contractor	X	X	X	X	X				X		X
Intern (to full-fill part of university requirement)	X	X	X	X	X		X	X			X
Highly qualified Specialist for short-term assignment	X	X	X	X	X	X					X

LIST OF REQUIRED ENCLOSURES