

CONTACT FORM COACHES

Welcome to the "Settle*In" project.

We would be delighted if you took a moment to fill out our questionnaire.

We will then get in touch with you to discuss the next steps.

Please note that this contact form also includes questions that may be considered very personal and private. Your answers will help us to find suitable coachees for you. If you don't want to answer certain questions now, that's perfectly fine.

For the next step, we will arrange to meet you for an introductory meeting (Zoom/presence).

If you have any questions in advance, you can contact us by phone on 040 334241- 463, 040 334241- 464 or via e-mail (Settle-in@kwb.de).

GENERAL CONDITIONS

With your signature you allow the project "Settle*In" of the Koordinierungsstelle Weiterbildung und Beschäftigung e.V., Kapstadtring 10, 22297 Hamburg, to process your personal data for the implementation of the program. You can find the complete KWB e.V. privacy policy [here](#).

Anonymized data will be forwarded to the Ministry of Education, Family, Senior Citizens, Women, and Youth to comply with the obligation to provide data. Beyond this, no personal data will be passed on to third parties. You can request the deletion of your data at any time and have the right to inspect the stored data at any time. If you have any questions about data protection, you can contact the data protection officer at KWB e.V., Kapstadtring 10, 22297 Hamburg, +49 40 334241-0, e-mail: datenschutz@kwb.de. Your consent can be revoked at any time.

- ☐ I agree to take part in the KWB e.V. introductory meeting via Zoom.
- ☐ I consent to the collection and processing of my data for the "Settle*In" project.
- ☐ The information I have provided is true.

CONTACT INFORMATION

First name¹: _____

Family name²: _____

Postal code, place of residence: _____

Phone number (mobile or landline number): _____

E-mail: _____

ABOUT YOU

Year of birth: _____

Preferred pronoun(s): _____

In which languages do you feel comfortable? _____

¹ It does not have to be the first name that appears on your ID, but the one you like to be addressed by.

² It does not have to be the surname that appears on your ID, but the one you like to be addressed by, when you wish.

CURRENT EMPLOYMENT (multiple answers possible)

- ☐ Care work at home
- ☐ Integration course
- ☐ Jobseeker
- ☐ Parental leave
- ☐ Professional (employed), namely: _____
- ☐ Professional (self-employed), namely: _____
- ☐ Student, namely: _____
- ☐ Training, namely: _____
- ☐ Volunteer, namely: _____
- ☐ Waiting for work permit
- ☐ Other employment, namely: _____

HAVE YOU ALREADY BEEN A COACH OR COACHEE IN ANOTHER PROJECT?

- ☐ Yes, coach in the following project _____
- ☐ Yes, coachee in the following project _____
- ☐ No

WHY WOULD YOU LIKE TO BE A COACH?

MAIN TOPICS (Multiple answers possible)

- | | |
|---|--|
| ☐ Anti-discrimination | ☐ Community connection, namely: _____ |
| ☐ Application management | ☐ CV |
| ☐ Career/career path | |

- | | |
|---|--|
| ☐ Dual education/dual studies | ☐ (Professional) education system in Germany |
| ☐ Empowerment | ☐ Promotion |
| ☐ Further training | ☐ Sexual and/or romantic orientation |
| ☐ Gender identities | ☐ Studies |
| ☐ Gender stereotypes | ☐ Training/education |
| ☐ Having a job interview
(e.g. after parental leave or illness) | ☐ (Vocational) education system in Germany |
| ☐ How to conduct a job interview | ☐ Work/life balance |
| ☐ Professional entry | ☐ What am I looking for?
What is my perfect workplace? |
| ☐ Professional re-entry
(e.g. after parental leave or illness) | ☐ Writing a cover letter |
| | ☐ Where can I find jobs that are relevant to me? |
| ☐ Other: _____ | |

ARE THERE CERTAIN TARGET GROUPS THAT YOU PARTICULARLY ENJOY WORKING WITH?

I OFFER COACHING IN THE FOLLOWING FORMATS:

- ☐ In presence
- ☐ Digital
- ☐ Both

HOW DID YOU FIND OUT ABOUT "SETTLE*IN"?

- | | |
|---|--|
| ☐ Internet research/homepage | ☐ Recommended by a friend |
| ☐ Instagram | ☐ Recommended by family members |
| ☐ Settle*In flyer | |
| ☐ Other: _____ | |

WHAT ELSE IS IMPORTANT TO ME (e.g. biographical information, interests, voluntary work)

PLEASE LIST THREE SUGGESTED DATES FOR AN INTRODUCTORY MEETING WITH OUR PROJECT TEAM STARTING IN TWO WEEKS AT THE EARLIEST:

1. _____
2. _____
3. _____

I WOULD LIKE TO ATTEND AN INTRODUCTORY MEETING:

- ☐ In presence at KWB e.V.
- ☐ Via Zoom

NEED FOR ACCESSIBILITY:

- ☐ Yes, in relation to _____
- ☐ No

Place, Date

Signature

Thank you for completing the questionnaire!

As soon as you send us the questionnaire, we will contact you to discuss the next steps.

We look forward to hearing from you!