



# Welcome!

## Newcomers Guide

### Kommune



# Welcome ...

Grußwort

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Signatur

Ihr 1. Bürgermeister  
Vorname Nachname

Platzhalter  
Lageplan Kommune

# Kommune – My New Hometown

Welcome to Kommune! Your new place of residence is in the Main River Region of Franconia, a.k.a. Mainfranken. Our county is located in the middle of Europe and in the heart of Germany. It offers valuable cultural heritage, great quality of life, and many natural areas and places for recreation. The locals are friendly and we are certain you will enjoy living here. Our region is also topnotch when it comes to career opportunities. Mainfranken is an important high-tech location in Europe.

You will find renowned universities, a diverse general education system, and more than 72,000 companies offering work. The surroundings of Kommune are popular travel destinations. Visitors come here from all over the world to enjoy themselves at wine and music festivals, concerts, in theaters and museums. If you want to travel yourself, Mainfranken offers accessibility to five highways intersecting the region, excellent train connections and close by airports in Frankfurt and Nuremberg.

Arrival. Residents’ Registration Office

Your first stop will be the Registration Authority. This is where you register for your new place of residence and where you can get passports and other documents – even temporary ones. The Residents’ Registration Office can furthermore provide you the Newcomers Guide, which is full of information about what to expect at your new place of residence. Please have your personal identity card (ID) and – if available – your passport with you when registering for your new residence. Associates will be glad to answer all your questions, help you with concerns, and provide you with all the information and advice you need.

Einwohnermeldeamt Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📠 09876 5432-10  
✉ vorname.nachname@kommune.de  
Öffnungszeiten

The Official Gazette is provided free of charge to all homes. It is published xyz times a year and contains information on current local happenings, events, public announcements, reviews, community facilities and much more.

Reception for Newcomers

You are cordially invited to join us at our reception for new residents. We would love for you to come by to let us celebrate our new neighbors.

Welcome: Open Town Hall

In Mainfranken, town halls have an open door policy. During hours of operation, you can reach officials and their associates without making an appointment first. After hour consultations are by appointment only.

Guided Tours for Newcomers

The tours are open to anybody, but we especially invite our new residents. The city tour is free of charge and will teach you much about your new hometown. This is absolutely worth your time! Times, meeting place, details: xyz

Getting There

By train:  
By bus:  
By car:

Platzhalter  
Bild Kommune  
z. B. Teamfoto  
Einwohnermeldeamt

Zentrale Erstinformationen zur Kommune

Hier steht der Text.

# My New Country

Are you planning to move to Kommune from a foreign country? We understand that you must have many questions concerning residence permits, integration courses, or whether you can continue to practice your profession here. Or maybe

you are concerned about how the rest of your family can join you in Germany or where to go to improve your German language skills. Please come in and let us help you with your questions and concerns. We know how to help you. Welcome!

## Does Everything Seem Strange and Unfamiliar? Consider the Migration Advisory Service for Immigrants

**Are you a new arrival?** Do you have questions concerning life here? The Migration Advisory Service for adult immigrants offers the following free services:

- Language and integration course placements
- Counseling for the recognition of foreign qualifications (scholastic, occupational and academic)
- Financial counseling and information
- Marriage, partnership, and family counseling
- Support in dealing with public officials
- Counseling for admission procedures and residency status
- Guidance and information on consumer affairs
- Therapeutic counseling for problems with integration and other crisis situations
- Public relations and networking
- Referral to other services
- Counseling for problems specific to children and young adults

**Migration Advisory Service for Immigrants**  
**Institution**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
*Öffnungszeiten*  
The services are confidential and free of charge. Home visits can be arranged. For more information, visit: [www.jmd.paritaet-bayern.de/einrichtungen-dienste/migrationsberatungprojekte](http://www.jmd.paritaet-bayern.de/einrichtungen-dienste/migrationsberatungprojekte)

**Institution**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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**Advice for Young People**  
These services are tailored to the needs of young people. Services cover topics such as issues with school, vocational training, and university and are provided by the Youth Migration Services:  
[www.jmd-portal.de](http://www.jmd-portal.de)

## Immigration Authority

**Do you already reside in Germany or want to permanently stay here?** If so, the law on residence applies to you. The Immigration Authority can answer all your questions concerning residency in Germany. As an immigrant or asylum seeker, you will need much paperwork, such as residence permits and school certificates, all of which you can get here:

**Ausländerbehörde**  
**Institution**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
*Öffnungszeiten*



## Work

**If you have gained professional or vocational qualifications abroad but would like to work in Germany, you have to get your foreign qualifications recognized.** This is called certificate of equivalence of foreign qualifications. You can apply for this certification (even asylum seekers) at any time.

## Recognition of Foreign Qualifications

Recognition applications need to be submitted to the responsible authorities, based on the area of your job training:

For service professions, contact the Chamber of Industry and Commerce (IHK)  
**Industrie- und Handelskammer Würzburg-Schweinfurt (IHK)**  
**Würzburg Branch**  
Mainaustraße 33–35, 97082 Würzburg  
☎ 0931 4194 0 ☎ 0931 4194 100  
@ info@wuerzburg.ihk.de  
[www.wuerzburg.ihk.de](http://www.wuerzburg.ihk.de)

**Industrie- und Handelskammer Würzburg-Schweinfurt (IHK)**  
**Schweinfurt Branch**  
Karl-Götz-Straße 7, 97424 Schweinfurt  
☎ 09721 7848 0 ☎ 09721 7848 650  
@ info@wuerzburg.ihk.de  
*Monday – Thursday: 8.00 am – 5.00 pm*  
*Friday 8.00 am – 1.00 pm*

For commercial professions, contact the Chamber of Crafts (HWK)  
**Handwerkskammer für Unterfranken (HWK)**  
Rennweger Ring 3, 97070 Würzburg  
☎ 0931 30908 0 ☎ 0931 30908 53  
@ info@hwk-ufr.de  
[www.hwk-ufr.de](http://www.hwk-ufr.de)

For architects, contact the Chamber of Architects  
**Bayerische Architektenkammer, Unterfranken**  
Kaiserstr. 33, 97070 Würzburg  
☎ 0931 32193 0  
[www.byak.de](http://www.byak.de)

For selected social professions at the ZBFS, contact  
**Zentrum Bayern Familie und Soziales**  
95440 Bayreuth  
☎ 0921 605 1 ☎ 0921 605 3903  
@ poststelle@zbfs.bayern.de  
[www.zbfs.bayern.de](http://www.zbfs.bayern.de)

The Migration Advisory Service will be glad to assist you with these matters. You can also directly contact the Counseling Office for the Recognition Act:  
**Fachberatungsstelle Anerkennungsgesetz**  
Frau Zdenka König  
Untere Talgasse 8, 90403 Nürnberg  
☎ 0911 231 3978  
@ zdenka.koenig@stadt.nuernberg.de  
For more information, please visit:  
[www.anerkennung-in-deutschland.de](http://www.anerkennung-in-deutschland.de)  
Financial support is available for additional qualifications. Ask about it.

## Free Movement of Workers in the EU

**As a citizen of a Member State of the European Union (EU) you have freedom of movement and can enter, live and work in Germany without a visa or residence permit.** It is called the Free Movement of Workers. All you need for entry is a valid passport or national identity card. The same applies to citizens of Iceland, Liechtenstein, Norway, and Switzerland. Please make sure though to register with the local Residents' Registration Office. If you are a citizen of any other country (not EU, EEC or Switzerland) you need to contact the Immigration Authority.

**Ausländerbehörde**  
**Institution**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## The EU Blue Card (Residence Permit)

**The Blue Card is the residence permit for non-EU, EEC, or Swiss citizens with a university degree or similar qualification.** The Blue Card is limited to four years and is tied to additional conditions: You need to have work with a minimum salary of two thirds of the annual income threshold for contributions to the German pension insurance scheme (2015: 48,400€). For shortage occupations the minimum salary is reduced to 52% of the annual income threshold (2015: 37,752€). The application for a Blue Card has to be processed to the German Embassy in your home country before entering Germany.

## Learning German

**Do you want to learn German or improve your German language skills?** Our government subsidizes language and integration courses. In these classes, you will learn interesting things about Germany, its traditions, history, etc. Come join us! For more information on cultural integration and German language classes, please visit:  
[www.bamf.de](http://www.bamf.de)

You can also find individualized language learning programs at educational institutions. These offerings are ideal if you have a fulltime job or want to learn German as quickly as possible. The government does however not subsidize these courses. For information on German language classes for children and teenagers, or courses for occupationally related German, please contact the Migration Advisory Services:  
<http://webgis.bamf.de/BAMF/control>

## Family Reunion

**The children of EU citizens do not need a residency permit to live and work in Germany.** Citizens of non-EU countries, please contact the Immigration Authority.

**Ausländerbehörde**  
**Institution**  
Ansprechpartner  
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☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Foreign Drivers License

**If you own a foreign drivers license and want to obtain a German one, you can do so if you reside in Germany.** Please contact the drivers license office in the administration office Kommune to find out what you need to do.

**Führerscheinstelle**  
**Institution**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Support for Immigrants

Text.

**Institution oder Kommune**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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For more, valuable information, please visit:  
[www.zuwanderung.de](http://www.zuwanderung.de)



# My New Life

We want you to enjoy living here and we have information and a variety of services to this end. Whether it has to do with garbage disposal, vehicle registration, opening a bank account, or obtaining a resident parking permit, we have answers for your questions.

We can also help with library cards, lost and found, or anything related to religious, retirement, tax, or insurance needs.

## Garbage Disposal

What trash goes into which container? What is “hazardous waste”? What are the hours of the recycling centers? Our associates will be happy to answer all your questions related to waste disposal, even highly specific ones. Collect your official waste removal calendar at our office to keep track of the pickup days for specific garbage cans. Please take any additional garbage to the local recycling center for disposal. XYZ is your contact person for your waste disposal fees.

### Amt der Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
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@ vorname.nachname@kommune.de  
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### Wertstoffhof der Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
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@ vorname.nachname@kommune.de  
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## Banks and Bank Accounts

Do you have a new job? Live in a new town? And now you need a new bank account? All that is required to open a bank account is a valid passport or ID card. Please always compare the amount of costs incurred. Children and students usually qualify for free accounts.

### Sparkasse XY

Adresse kurz  
☎ 09876 5432-1

### Sparkasse XY

Adresse kurz  
☎ 09876 5432-1

## Scientific and Public Libraries

Do you like to read or need information on a specific topic? Most public libraries offer books, but also audiotapes, computer games, DVDs, encyclopedias, non-fiction items, and much more. And of course you can count on friendly service and advice. The public library Kommune offers more than 10,000 different media. Find suspenseful books, thrilling audio books, and interesting magazines. You can access all media, check availability, or even extend your book loans online from home at [www.buecherei.Kommune.de](http://www.buecherei.Kommune.de)

### Gemeindebücherei Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Resident Parking Permits and Permanent Parking Spaces

Many downtown areas only allow parking by residents. To do so legally, you need a resident parking permit. You need to file an application to receive such a permit.

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Room number / building  
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☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Shopping

Shopping in Kommune. Finding what you need and what you want. Fresh products from the region are available at farmers markets. Shopping malls and big discount stores are usually located on the outskirts and easily accessible by car.

## Vehicles

Are you new to this place and need to re-register your car? Or maybe you just purchased a new one? Even if you imported your car – from your home country or any other country – you can get license plates for it here. Starting January 1, 2015, a move from one vehicle registration district to another does not require new license plates anymore. However, you still need to register your vehicle with your local vehicle registration office and issue part I of the registration certificate. You will need a new electronic proof of insurance (a so-called eVB number) to that end.

### KFZ-Zulassungsbehörde der Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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If you don't own a car, you can use our citizen bus. The citizen bus departs at the following times... The return trip from \_\_\_\_\_ is at \_\_\_\_\_ o'clock.

## Lost and Found

You can drop off found items at the Lost and Found Office. Also, if you have lost something, this is where you go to see if somebody has found it and dropped it off. Items are stored for six months. BTW: if the owner does not claim an item after six months the finder can become the legal owner.

## Church and Faith

Religious diversity is important in Mainfranken. Catholics and Protestants have called the region home for many centuries. More recently, and increasingly, there has been an influx of Muslim residents and with it the building of mosques. Jewish life is also vibrant thanks to increasing numbers of people of Jewish faith migrating to the region. Mainfranken welcomes members of all religions and faiths! Catholic and protestant parishes dominate the appearance of Kommune in particular. Pastoral counseling, a variety of services, festivals and celebrations of the church calendar, as well as festive worship services are an integral part of people's lives in Mainfranken. Please obtain information on services and activities at your local pastoral office.

### Kath. Pfarramt Kommune und Ortsteile

Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10

### Evang. Pfarramt Kommune und Ortsteile

Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10

## Pension

We have had the statutory pension since 1889. When you stop working due to age or decreased ability to work and paid into your pension insurance you are entitled to receive pension. To find out more, please visit [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de) You can also attend information sessions on the statutory pension and don't forget to consider private provisions to complement your pension income. A representative of the German statutory pension insurance scheme regularly visits the town hall Kommune and is available to answer any questions regarding pension, pension insurance, applying for a pension, and account clarification. For information, please contact:

### Einwohnermeldeamt

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Taxes and Tax Authorities

There are 40 different taxes here, but the income tax is the one with a direct effect on most people. If you live and work here, you do need to file an annual tax return. This requires a tax identification number, which can be obtained at the local tax authority. For any tax-related concerns please contact your local tax authority in Kommune.

### Finanzamt Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Animals and Pets

If you have a dog you need to register your pet and pay the applicable dog tax. If you are looking for a pet for you or your family, we recommend a visit to the local animal shelter to find a healthy animal that fits your needs. You are helping the shelter and an animal in need that way. . . Per local ordinances, dogs older than four months need to be registered. Your contact person for these matters is Mr./Mrs. \_\_\_\_\_ at the Kommune town hall. You can also register your dog online at [www.KOMMUNE.de](http://www.KOMMUNE.de)

### Rathaus Kommune – Kasse

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Insurances

Insurance is very important. Medical insurance is mandatory in Germany. But there is additional insurance coverage that you can purchase to suit your needs, such as liability insurance or private pension insurance. Your insurance needs depend on many circumstances, such as age, occupation, assets, marital status, etc.

We recommend you consult with an independent insurance adviser to discuss your needs.

- Household insurance
- Private pension insurance
- Disability insurance
- Liability insurance



# My Home

We want you to not just live here, but also feel at home here. A comfortable place to live is important to everybody's sense of well-being. Whether you are looking for a rental apartment, want to build a house or need housing allowance; we're here to help.

## Searching for Real Estate and Buying a House

If you are looking to purchase a house, large or small, or want a condominium, we recommend you search the local newspaper and online. The most convenient option is to use a local real estate agent. If you are looking to build a house, please contact the building department Kommune for all pertinent information you'll need to have. Don't hesitate to ask!

**Bauamt Kommune**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Government Housing Subsidies

Is your income too low to pay for your rent? If so, you may qualify for government housing allowance. Also, if you want to purchase or build a home and have a low income, you may qualify for government financial assistance as well, the so-called "Lastenzuschuss". To find out what you qualify for, you need to file an application with the state.

**Adresse**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Electricity and Gas

Regional electricity and gas providers guarantee basic supplies. However, you are free to choose your energy provider. There are many different price structures depending on your specific needs. You can compare rates on numerous websites on the internet.

**Adresse**  
Ansprechpartner  
Room number / building  
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☎ 09876 5432-1    ☎ 09876 5432-10  
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## Water Supply

A clean water supply is of utmost importance to everybody's health and well-being. Kommune and its surrounding areas use primarily groundwater as their water supply. Water usage here is historically quite low, thanks to good water quality, waterproof lines and low consumption rates. Sewage treatment also adheres to high environmental standards, which ensures clean ground- and drinking water. If you are building a new home, your house has to be connected to the local water supply. You need to apply at your local building department for a water meter to be connected to your house.

Also, you need to get set up with electricity, gas, water supply and rubbish collection wherever you live. Following are important information and addresses for these issues. Feel free to stop by, so we can find out exactly how we can help you. You are always welcomed!

**Bauamt Kommune**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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Existing construction will already be connected to a water meter and does not require a permit from the building department. However, you need to contact Mr./Mrs. XYZ at the Kommune town hall when you move (please also read water fees).

**Water Fees**  
For questions concerning water and sewer charges, please contact Mr./Mrs. XYZ at the Kommune town hall. Please be able to provide the current water meter count for the relocation date as well as the address of the property. When renting, you need to contact your landlord to reconcile the water fee payments.

**Kasse Rathaus Kommune**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
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# My Job

To be successfully employed in Mainfranken means finding a good job. There are many job opportunities for people with good qualifications. If you want to acquire more skills or get more training, there are numerous continuing education options available as well.

## Local Economy Kommune

Hierher gehört ein Imagetext, der die Kommune als Wirtschaftsstandort darstellt ...

## Job Training

Finding jobs for vocational and education training in Kommune is easy. There are numerous companies offering apprenticeships, from retail, to crafts and trade, to office work. The local Employment Office will be glad to help you with your search, or you can look through newspaper ads or online. Kommune offers training opportunities in the sectors of ...

## Work

You can find jobs online, in the local newspaper, as well as in many free advertisement papers. It pays to keep checking the career sections of the companies in Kommune and its surrounding. Or you can send an unsolicited job application to the human resources department of your desired employer. Since the job market is constantly changing, there will always be new opportunities.

## Continuing Education and Training Programs

Are you interested in furthering your vocational training, get a master-level certification or finish your high school diploma? Or do you want to go to university? In Mainfranken, it can all be done. For information, contact the Chamber of Industry and Commerce (IHK), the Chamber of Crafts (HWK) or any of the secondary schools or educational institutes in the area.

**Industrie- und Handelskammer Würzburg-Schweinfurt (IHK)**  
**Würzburg Branch**  
Mainaustraße 33–35, 97082 Würzburg  
☎ 0931 4194 0    ☎ 0931 4194 100  
@ info@wuerzburg.ihk.de  
www.wuerzburg.ihk.de

**Industrie- und Handelskammer Würzburg-Schweinfurt (IHK)**  
**Schweinfurt Branch**  
Karl-Götz-Straße 7, 97424 Schweinfurt  
☎ 09721 7848 0    ☎ 09721 7848 650  
@ info@wuerzburg.ihk.de  
Monday – Thursday: 7.00 am – 5.00 pm  
Friday: 7.00 am – 1.00 pm

**Handwerkskammer für Unterfranken (HWK)**  
Rennweger Ring 3, 97070 Würzburg  
☎ 0931 30908 0    ☎ 0931 30908 53  
@ info@hwk-ufr.de  
www.hwk-ufr.de  
Monday – Thursday: 7.00 am – 5.00 pm  
Friday: 7.00 am – 3.00 pm

## Seeking Employment

If you are looking for work, the Employment Office is the place to go for help. This is also the place to file for unemployment benefits and to find out about available training measures. The Employment Office also has a Job Information Center where students and adults can get help with deciding on a career path or how to apply for work or any other job-related questions you may have. The center has computers, printed materials, and friendly staffers available to assist you.

**Agentur für Arbeit Kommune**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

Toll-Free Federal Employment Office Information Line:  
☎ 0800 4 5555 00

Prior to your appointment with the Employment Office, feel free to browse for job offers in Germany or your area at:  
<http://jobboerse.arbeitsagentur.de/>

## Military Draft, Community Service, Voluntary Social Service

The military draft was abolished in 2011. But young men and women can still commit to the voluntary service in the military or the social sector and receive 23-months of job training this way. Alternatively, there are also volunteer opportunities in the environmental and cultural sectors.

Platzhalter  
Bild Kommune



# My Children, My Family

Mainfranken is a great place to live for families with children. For example, there is an annual competition among employers honoring the most family-friendly place of work. People in Mainfranken expect work life and family life to go well together. In Kommune you will find important addresses

## Family Help

Any families can get into trouble at some point in time, such as financial bottlenecks, childrearing problems, or there can be social emergencies. Your first point of contact in these situations should be the Youth Welfare Office. This is where you can get help or be directed to the right place.

### Family Benefit

Parents with children are eligible to receive child benefit. For information on how to apply and qualify, contact your Employment Office in Kommune.

### Familienkasse Kommune

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📠 09876 5432-10  
@ vorname.nachname@kommune.de  
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### Youth Department

Family is important. Children and youth enjoy special protections. The Youth Welfare Service enhances youth work in the region and supports you to maintain a healthy and nurturing home environment with positive living conditions. The Youth Welfare Service Kommune provides assistance to parents on how to raise kids, helps with family conflicts, and coordinates placement in homes or foster families. The Youth Department is also responsible for issues concerning adoptions, parental rights, support, and custody issues. You can contact your local Youth Welfare Service by mail, email, or telephone.

### Jugendamt

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📠 09876 5432-10  
@ vorname.nachname@kommune.de  
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## Social Services

When people get into trouble, they need help. Are you in dire straits? Maybe you are going through a difficult time right now or you have war-related post-traumatic stress syndromes? Or maybe you need to seek asylum or are dealing with an acute family crisis? Regardless of what it is, we're here to help. The Office for Social Affairs can help you with unemployment and supplementary benefits. They also provide counseling and offer information on pension benefits. The Office for Social Affairs covers the whole spectrum of social issues.

### Sozialamt

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📠 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Youth Services

Wholesome activities for young people are few and far in-between. Clubs, associations, and churches have stepped in to fill that void. In Mainfranken, the well-being and interests of our young people are a high priority. Some counties even have youth councils that are actively involved in political decision-making at the local level.

### Jugend, Familien, Senioren

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### Youth Centers

Young people and young adults are encouraged to utilize community center rooms designated for them. These rooms can be reserved individually or used for official youth programs. All users are expected to adhere to all center rules.

- Beispiel 1
- Beispiel 2
- Beispiel 3
- Beispiel 4

and contacts for answers to questions regarding child support, benefits for parents, maternity or paternity leave, giving birth, family help, youth services, or senior services.

## Child Care

Since August 1, 2013, it is law that every child over one-year old is entitled to a space at a daycare center. The supply of daycare centers and kindergartens in Kommune is very good. Yet another reason to like it here! The wide array of offers will help you balance with the reconciliation of work and family life. Toddlers and pre-schoolers receive optimal care here. The cost of our modern and well-equipped facilities is less than state average. The offers for school-age children are equally as good. Our schools utilize modern teaching concepts and your children can attend full-day care or short or long supervised care in the afternoon after school free of charge. During school vacations, there also are care options, but they are offered on a fee basis.

### Kinderkrippe Kommune

Straße & Nr., Ort  
☎ 09876 5432-1

### Kindergarten Kommune

Straße & Nr., Ort  
☎ 09876 5432-1

### Kindergarten Ortsteil

Straße & Nr., Ort  
☎ 09876 5432-1

### Kath. Kindergarten Ortsteil

Straße & Nr., Ort  
☎ 09876 5432-1

### Mittagsbetreuung Ortsteil

Straße & Nr., Ort  
☎ 09876 5432-1

### Ferienbetreuung Kommune

Straße & Nr., Ort  
☎ 09876 5432-1

## Schools

Mainfranken is proud of its quality of schools. From elementary school through lower, intermediate or upper secondary school, there is a school that is right for your child and offers a high-quality education. Transition from school to vocational training, studying or employment is also easy. Your children truly have unlimited opportunities here.

### Primary and lower secondary school

Name der Schule  
Straße & Nr., Ort  
☎ 09876 5432-1

### Intermediate school

Name der Schule  
Straße & Nr., Ort  
☎ 09876 5432-1

### Upper secondary school

Name der Schule  
Straße & Nr., Ort  
☎ 09876 5432-1

## Pregnancy and Maternity Leave

### Pregnancy

If you are expecting a baby, we are here to help you with all your questions and concerns. Following are the contact information of various organizations that can assist you. Churches or government subsidized organizations, such as “Pro Familia,” are available to counsel and assist pregnant mothers and young families.

### Pregnancy counseling

Straße & Nr., PLZ und Ort  
☎ 09876 5432-1    📠 09876 5432-10  
@ vorname.nachname@kommune.de

### Birth

If you are pregnant, you can look forward to good care in Kommune. The healthcare region Mainfranken has an excellent healthcare system and there are outstanding hospitals and clinics, tender midwives, and modern birthing centers to take care of you and your child.

### Midwife 1

Straße & Nr., Ort  
☎ 09876 5432-1

### Midwife 2

Straße & Nr., Ort  
☎ 09876 5432-1

### Maternity Leave

Pregnant women and young mothers enjoy special legal protections. Germany has a Law for the Protection of Expectant and Nursing Mothers that guarantees maternity leave from 6 weeks prior to birth to 12 weeks after the birth of a child. This law also protects mothers financially. For more information, please visit: [www.bmfsfj.de/BMFSFJ/gesetze,did=3264.html](http://www.bmfsfj.de/BMFSFJ/gesetze,did=3264.html)

### Parental Leave

As an employee, you can take parental leave of up to 36 months to take care of your new baby. You are legally entitled to this leave and your employer has to take you back after your leave in the same or a similar capacity. Either the father or the mother can take parental leave. You can find details about deadlines, rights, and responsibilities in the Federal Regulations on Parental Support and Parental Leave.

### Parental Benefits

Mothers and fathers of newborn children are entitled to financial support. This ensures that you can afford to take time off from work to take care of your child. Starting in mid-2015, you have the choice between Basic Parental Benefits (12 months) and Parental Benefits (24 months). The amount of money you qualify for depends on your level of income prior to the birth of your child.

## Seniors

Increasing life expectancies and a demographic shift toward more and more seniors is called “demographic change”. Senior advisory boards help represent the special needs and interests of the elderly. Plus there are senior associations that offer recreational activities. Most neighborhoods in Kommune offer senior clubs where people meet regularly to enjoy activities and to maintain the community.

## Higher Education in Mainfranken

Mainfranken is known for its higher education. You have the choice between several outstanding universities and colleges. Würzburg University is well respected worldwide, as are other institutions of higher learning in Würzburg and Schweinfurt. Mainfranken is a great place to start a career.

### Julius Maximilian University of Wuerzburg

Sanderring 2, 97070 Würzburg  
☎ 0931 31-0    📠 0931 31-82600  
[www.uni-wuerzburg.de](http://www.uni-wuerzburg.de)

### University of Applied Sciences Wuerzburg-Schweinfurt

Münzstraße 12, 97070 Würzburg  
☎ 0931 3511-0    📠 0931 3511-6994  
[www.fhws.de](http://www.fhws.de)

### University of Music, Wuerzburg

Hofstallstraße 6-8, 97070 Würzburg  
☎ 0931 32187-0    📠 0931 32187-2800  
[www.hfm-wuerzburg.de](http://www.hfm-wuerzburg.de)



# My Health

People in Mainfranken enjoy a healthy lifestyle and the region is known for the health of its citizens. Everybody enjoys good medical care here as there are many excellent hospitals and clinics, as well as manufacturers of cutting edge medical technology.

In Germany, health insurance is mandatory for everybody. We like it that way because you are protected financially in case of illness or injury. Employees can choose a statutory insurance plan. The self-employed have to enroll in a private insurance plan. But regardless, the best thing to do is to stay healthy!

## Medical Specialists

Kommune offers you a good, basic medical care from general practitioners or dentists through pharmacies. For more advanced care, the hospital and a variety of medical specialists are just a few miles away.

### General Medicine Practitioners

**Dr. med. Max Mustermann**  
Straße & Nr., Ort  
☎ 09876 5432-1

### Dentists

**Dr. Max Mustermann und Dr. Max Mustermann**  
Straße & Nr., Ort  
☎ 09876 5432-1

**Dr. med. Maria Musterfrau**  
Straße & Nr., Ort  
☎ 09876 5432-1

## Pharmacies

For advice and remedies for minor issues, such as a runny nose, a cough, or an upset stomach, you may consider consulting with your local pharmacist for non-prescription remedies. Even after-hours or on weekends, a pharmacy near you will be open for emergencies.

**Apotheke**  
Straße & Nr., Ort  
☎ 09876 5432-1

For information on pharmacy emergency services in Bavaria, please visit:  
[www.blak.de](http://www.blak.de)

## Health Department

The health department is responsible for matters of public health, such as the cleanliness of public institutions and infection control. The health department staff regularly checks public institutions such as schools, childcare centers, nursing homes, and assisted living facilities. Other duties include preventive health measures, such as testing of drinking water, water at public swimming pools and swim beaches, health promotion and prevention, as well as school physicals for children.

**Gesundheitsamt**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Hospitals

In Mainfranken, you can expect excellent medical care. Nearby hospitals and a good network of physicians and clinics always provide good treatment.

**Klinikum 1**  
Straße & Nr., Ort  
☎ 09876 5432-1

**Klinikum 2**  
Straße & Nr., Ort  
☎ 09876 5432-1

**Klinikum 3**  
Straße & Nr., Ort  
☎ 09876 5432-1

## Self-Help Groups and Counseling

There are more than 70,000 registered self-help groups in Germany. These groups are invaluable in helping people affected with chronic and rare diseases, or who are coping with a severe crisis. The participants support each other through their trials. Each group is independent, but many of them are organized by self-help centers. Kommune has a number of self-help groups that are either offered by charitable organizations or were started by afflicted individuals. The Contact and Information Center for Self-Help ("Kontakt- und Informationsstelle für Selbsthilfe" – KOS) will be glad to assist you.

**Kontakt- und Informationsstelle**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Senior Care

There are a number of organizations offering senior care in Kommune and its surroundings, everything from senior housing to home health services. There are private and church-related services, something for everybody. The Catholic Church also covers family caretakers in programs such as the "Caretaker Initiative" initiated by the Caritas. The goal is to allow you to live at home as long as possible. To that end, there are volunteer services such as counseling for living arrangements as well as neighborhood help for seniors. Furthermore, there are the senior community \_\_\_\_\_ and a skilled-care senior center that will allow you to continue to live in your county area even if you have advanced care needs.

**Seniorenwohngemeinschaft XYZ**  
Straße & Nr., Ort  
☎ 09876 5432-1

**Seniorenzentrum**  
Straße & Nr., Ort  
☎ 09876 5432-1

Aside from offers and facilities available in your community, you can also always consult with the staff at the nursing care bases which is the central information and consulting center for questions concerning issues about care and support for seniors. The nursing care bases works in collaboration with specialist units to optimally support family caretakers.

**Pflegestützpunkt**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Preventive Care and Vaccinations for Children and Youth

Are you concerned about the development or health of your child? Feel free to take advantage of the preventive care offered by pediatricians. After the birth of your child, you will receive a yellow treatment book, recording all treatments and examinations. Make sure to keep this book in a safe place and bring it to all doctors' appointments. You will also receive a green logbook for additional preventive care based on the recommendations of the Professional Association of Pediatricians.



# My Communication

You live in Kommune and it is easy here to get to know people, or to call home. Internet cafes and many public institutions offer free wifi. Internet access is improving rapidly in Mainfranken and soon everybody will have

a fast internet connection. For questions about radio, TV, or internet services please contact any of the following providers.

## Mail Forwarding and Mail Holding

The German Postal Service offers both mail holding and mail forwarding services so you can be assured to receive all your mail at your new address.

**Postfiliale**  
Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Radio and Television

In Germany, you have to pay a fee for the use of public radio and TV programs. The cost is € 17.98 per household, per month. This is how public radio and television programs are financed, assuring independent and up-to-date programming. For questions, please contact the contribution center of the ARD and ZDF TV stations and the Deutschlandradio: [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Internet Cafes

Many public buildings offer free internet access. This is a great way to stay in contact with your family and to browse the web.

Straße, PLZ, Ort  
☎ 09876 5432-1 ☎ 09876 5432-10  
@ vorname.nachname@kommune.de  
Öffnungszeiten

## Telephone and Internet

Are you looking for a telephone landline, a new cell phone, or a faster internet service? You have many options to choose from in Kommune. It pays to compare rate plans online. We recommend a prepaid cell phone because you only pay for what you actually use. It is very easy to add additional minutes and you don't have to deal with a contract.



- Emergency Numbers**  
Police/Emergency 110  
Medical Emergencies/Fire Department 112  
Physicians On Call 116 117  
plus additional information in the local newspaper  
Women's Emergency Hotline 08000 116 016  
Pediatric Emergency Hotline 116 117  
Emergency Services for Children and Teenagers 0800 1110333  
Pastoral Care Hotline 0800 1110111 or 0800 1110222  
Pharmacy Emergency Hotline 0800 0022 833  
Poison Control Center 089 19240 or 0911 3982451

# My Time Off

In Kommune, you have a numerous choice of leisure activities. There is a club for everything: sport, music, cultural activities, fitness and exercise, folk dancing, theater and drama, and there are classes in music and singing, at adult education centers... You are welcomed to join any of them. Voluntary engagement in Kom-

mune is an important aspect of your life. It means that people are helping people without monetary reward. Opportunities include neighbors helping neighbors, senior care, volunteer fire fighter, or volunteering for the nature conservancy. But there are many more options to choose from. Are you in?

## Sports and Games

### Soccer Fields

Ort 1: zwischen Friedhof und Schule  
Ort 2: Ortsausgang Richtung nächster Ort  
Ort 3: hinter der Scheune

### Fitness and Exercise

**Get in shape and stay in shape!** The best way to do that is to join a sports association or a fitness center with good personal trainers. Regular exercise keeps you healthy and fit.

**Fitness-Studio o.ä.**  
Straße, Ort  
**Fitness-Studio 2 o.ä.**  
Straße, Ort  
**Fitness-Studio 3 o.ä.**  
Straße, Ort

### Youth Groups

**Regional Youth Associations oversee the work of local youth groups.** The goal is to provide meaningful programs for all young people in the region. To this end, associations, public offices, institutions, and organizations work together. Clubs, associations and churches are always welcoming young people interested in their programs. Don't hesitate to ask about programs specifically designed for young people.

### Kontakt- und Informationsstelle

Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📞 09876 5432-10  
@ vorname.nachname@kommune.de  
*Öffnungszeiten*

### Swimming Pool

**Indoor and Outdoor Pool**  
Straße & Nr., Ort  
☎ 09876 5432-1  
*Öffnungszeiten*

### Skate Park

Straße & Nr., Ort

### Playgrounds

**Kommune:** Straße, FC-Sportplatz,  
**Ortsteil:** An der Adresse, TSV-Sportplatz  
**Ortsteil:** An der Adresse, Wald- und Erlebnisspielplatz  
**Ortsteil:** An der Adresse  
**Ortsteil:** An der Adresse

### Sport Clubs

**Germans love sports.** There is a vast array of sports activities available to you, anything from fishing to soccer to rehabilitative exercises, etc.

**FC Kommune**  
Straße, Ort  
**TSV Kommune**  
Straße, Ort  
**SV Kommune**  
Straße, Ort  
**DJK Kommune**  
Straße, Ort  
**SpVgg Kommune**  
Straße, Ort  
**TSV Ortsteil**  
Straße, Ort  
**TSV Ortsteil**  
Straße, Ort



### Tennis Courts

**TC Kommune**  
Straße, Ort

**TSV Ortsteil**  
Straße, Ort

### Besonderes Beispiel

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### Cultural Activities

**Where do you want to go today?** And what do you want to do? Enjoy an extensive selection of leisure activities: theater, lectures, concerts, exhibits, parties, etc. Take a look at the local entertainment. Contact your local cultural office or search online for more information. Enjoy yourself! Besides, there are also numerous facilities – even gastronomic ones – offering a platform for small scale art and exhibits. In Mainfranken, access to cultural activities for people of all ages is considered to be important.

**Museum XY**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📞 09876 5432-10  
@ vorname.nachname@kommune.de  
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**Konzertthaus Z**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📞 09876 5432-10  
@ vorname.nachname@kommune.de  
*Öffnungszeiten*

### Music and Cultural Activities

**Clubs offer a place to meet others with similar interests, whether you love traditional brass bands, big band jazz, or prefer rock and roll.** Or maybe you are more interested in participating in local Mardi Gras activities, or want to play a role in a theater production, or learn how to folk dance. Regardless of your interests, all you have to do is participate!

### Music and Voice Classes

**Music and voice lessons are available at the local music schools.** This is the place to learn to play an instrument or find others to play with. Great music, great teachers, and loads of fun!

### Events

Hier steht ein Text, der ein besonderes Beispiel hervorhebt. Hier steht ein Text, der ein besonderes Beispiel hervorhebt.

### Adult Education Centers

**In Germany, adult education centers do not offer classes for college credit.** Their classes are for the general public and open to all residents. Here, you can learn foreign languages, computer programming, or let your creative juices flow. You are never too old to learn something new! Adult education centers offer courses, individual classes and field trips. The sky is the limit. But please remember to register early as classes do fill quickly.

**vhs XY**  
Ansprechpartner  
Room number / building  
Straße, PLZ, Ort  
☎ 09876 5432-1    📞 09876 5432-10  
@ vorname.nachname@vhsxy.de

### My Dedication

**Participation in volunteer activities is an important part of our community life.** We always are in need of people willing to make a difference in other people's lives. There is a club for just about any activity and clubs need members as well as leadership. Clubs are a great place to meet like-minded people, engage in fun activities, and do something meaningful?

### Citizens' Regular Tables

Mustertext zum Bürgerstammtisch.

### Volunteer Fire Department and Search and Rescue Team

**The work of volunteer fire fighters and search and rescue teams** is invaluable at car accident scenes and during natural disasters such as floods. Your participation is welcomed!

### Neighbors Helping Neighbors

**Life in Mainfranken is what it is in large part because neighbors are routinely helping neighbors.** There are also a number of citizen-organized self-help groups where you can find help and give support to others.

Platzhalter  
Bild Kommune





Publisher:

**Kommune**

Am Rathaus, 98765 Kommune

☎ 09876 5432-1 ☎ 09876 5432-10

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Platzhalter  
Bild Kommune

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