

Declaration for employees not registered as residents in the Danish Civil Registration system (CPR) when enrolling in a vocational training programme (AMU)

In order to participate in a vocational training programme (AMU), documentation must be provided demonstrating that the employee is in Denmark. This declaration must be completed and signed by both the employee and the employer. The legal requirements are explained at the bottom of this declaration.

Please note that the same information may be submitted to the AMU training provider without using this form.

Information about the participant

Name:

Address:

Personal tax number:

Company:

Central Business Register Number (CVR-number):

Vocational Training Programme/single subject course number:

Name of the provider (school):

Confirmation of employment in Denmark

The company you are employed by must be established in Denmark.

- I confirm that I am engaged in real and effective employment in Denmark.
- I confirm that the company has a place of business in Denmark.

At least one of the conditions below must be met (tick as appropriate):

- The company does not have a place of business in any other country.
- I am in Denmark when the work is carried out.
- I mainly receive instructions regarding the performance of my work from my employer in Denmark.

Additional information

Is the employment time limited?

No:

Yes:

If yes, please specify the end date of the employment:

What work tasks do you perform? (describe):

Attached documents

The following must be attached – tick as applicable (at least one of the two conditions must be met):

EU residence document:

Work permit:

If an EU residence document is not attached, you and your employer may instead provide the other information (an employment contract can be attached):

In addition to participating in a vocational training programme (AMU), are you required to perform tasks for a minimum of 10 hours per week for a period of at least 10 weeks?

Yes:

No:

If no, describe your working hours and their duration:

Confirmation of the information provided

Employee's name:

Date:

By ticking this box, I confirm that the conditions for performing genuine and effective work in Denmark have been met:

Company's name registration number, and a brief description of the company's activities:

Name of representant for the company:

Date:

By ticking this box, I confirm that the conditions for performing genuine and effective work in Denmark have been met:

Legal basis

For persons who are not registered as permanent residents in the Danish Civil Registration system (CPR), admission to a vocational training programme is only possible for persons with genuine and effective work in Denmark, according to Section 9 of the Vocational Training Programmes Order.

The condition consists of two parts: :

1. The work must be genuine and effective work.
2. The work must take place in Denmark.

Conditions for work to be recognised as employment in Denmark

Work is only regarded as genuine and effective if – in addition to participating in a vocational training programme or individual skills assessment – the employee performs services for an employer under the employer's instruction and supervision, and such services can normally be considered part of the labour market. Employment of such limited scope that it constitutes merely a marginal supplement is not regarded as genuine and effective work.

Conditions for employees to be regarded as working in Denmark

An employee is considered to be employed in Denmark if they perform work either in the private household of a person located in Denmark or in a business (natural or legal) that operates from a place of business in Denmark. If the business also operates in one or more countries besides Denmark, the

employee is considered employed in Denmark if he or she is located in Denmark while the work is carried out. However, an employee in such a business is also considered employed in Denmark if the employee primarily receives instructions regarding their work from Denmark.

Documentation requirements for EU/EEA citizens

Under section 4 of the EU Residence Order, EU/EEA citizens who hold an EU registration certificate meet the requirements. The certificate is issued by the Danish Agency for International Recruitment and Integration (SIRI). If you have an EU registration certificate, you may attach a copy.

If you do not have a registration certificate, you and your employer may instead confirm that your employment is not merely of a marginal nature.

The assessment is based on a number of factors, including:

- The work must be genuine, meaning that you carry out paid tasks.
- Employment should normally amount to at least 10–12 hours per week.
- Employment should typically extend over a period of at least 10–12 weeks.

Other employment-related conditions may also be taken into account, such as whether the employment is covered by a collective agreement, whether the employee is entitled to paid holidays, and whether they continue to receive salary during sick leave.

Documentation requirements for non-EU/EEA citizens

Non-EU/EEA citizens may submit a copy of their work permit.