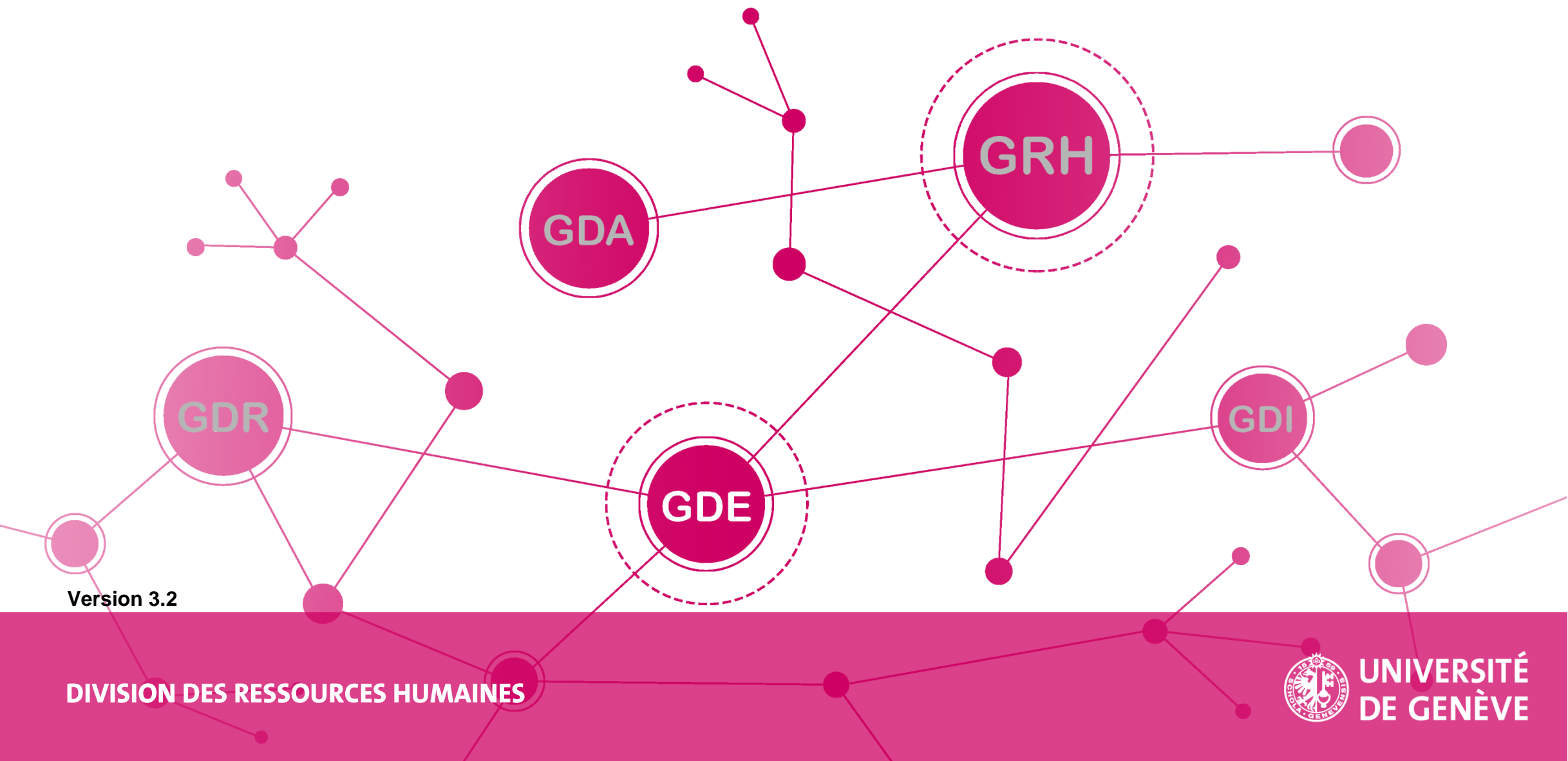


FILL IN YOUR PERSONAL INFORMATION FUTURE COLLABORATOR



Version 3.2

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To learn about how to access the app, please refer to the *Access and Connection* user guide.

1. NAVIGATION

1.1. MY TASKS

Once connected you will land in your active tasks window by default.



#	Last name	First name	Step	Type	Reference	Date	Task creation 1	Domain	Affectation	Process
				ENG	2022-01/14051	02/01/2022	01/10/2022 10:31:06 AM drh			SSProc_collector_donnees_candidat

Click on to access your personal data collection task.

Futur-e collaborateur-trice

Name : Email :
Title : Date of birth :
Langue : EN

Practical information
1. Personal information
2. Address
3. Permit
4. Employment
5. Banking/Postal details
6. Spouse/Partner
7. Children
8. Documents

Identity

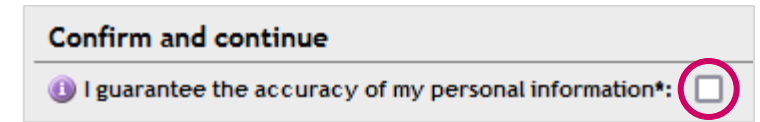
Name :
First name :
Gender :
Date of birth :
Is this informatoin accurate ?*: ☒ Yes ☐ No

Civil status

Birth name*:

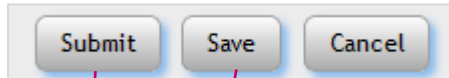
1.2. SAVE AND SUBMIT

On each tab (1~8) don't forget to check the box that confirms you have given all the correct and necessary information before filling in the next tab.



A dialog box titled "Confirm and continue" with a light gray background. Below the title bar, there is a line of text: "I guarantee the accuracy of my personal information*:". To the left of this text is a small purple circle containing a white lowercase 'i'. To the right of the text is a small, empty square checkbox. The checkbox is highlighted with a red circle.

At the bottom of the screen are these three buttons:



Allows you to save your advancement, quit, and come back later.

Once you validate your data collection task, your file is sent to the next step in your hiring process (data control) and your temporary access revoked. You should validate only if you have fully completed the task.

2. HOW TO FILL IN YOUR PERSONNAL INFORMATION

2.1. PRATCICAL INFORMATION

This tab contains your person of contact details. It is the person you can refer to if you have any questions during this process.

Futur-e collaborateur-trice

Name : TROOPER STORM []Email : stormtrooper@test.unige.ch

Title : Mr.Date of birth : 11/01/1980

Langue : EN

Practical information 1. Personal information 2. Address 3. Permit 4. Employment 5. Banking/Postal details 6. Spouse/Partner 7. Children 8. Documents

Votre personne de contact

Name : FOLLY

First name : FREDERIQUE

Street name : UNI-DUFOUR

Additional address :

City & Zip code : 1211 GENEVE 4

Phone n° : (022.37) 97700 Email : Frederique.Folly@unige.ch

You can add remarks in the 'comments' field below, or send a message directly to your contact person (practical information).

Message : You can add a comment for your contact person at any time, on each of the 8 tabs.

Submit

Save


Cancel

2.2. PERSONAL INFORMATION

This tab contains all your information in regard of nationality/ies, family status, retiring identification, etc.

Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
Identity <p> Name : <input type="text"/> First name : <input type="text"/> Gender : <input type="text"/> Date of birth : <input type="text"/> Is this information accurate?*: <input checked="" type="radio"/> Yes <input type="radio"/> No </p>								
Civil status <p> Birth name*: <input type="text"/> Family status*: <input type="text"/> Current civil status since*: <input type="text"/> (JJ/MM/AAAA) </p>								
Preferred name <p> Would you like a user name?*: <input type="radio"/> Yes <input checked="" type="radio"/> No </p>								
Nationality <p> Place of birth*: <input type="text"/> Nationality 1*: <input type="text"/> Do you hold a dual citizenship?*: <input type="radio"/> Yes <input checked="" type="radio"/> No </p>								
AVS Number <p> Do you hold a Swiss AVS pension identification card?*: <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p> Information : Remplissez le formulaire ci-dessous et joignez-le signé à l'onglet "8. Documents" </p> <p> Fill out the form below and upload it to folder "8. Documents" : https://www.ahv-iv.ch/p/318.260.e </p>								


The * signs identify mandatory fields.

When clicking , you will get additional information on the field you need to fill in.

If you chose "Yes", you need to follow the instruction on the AVS number format (with periods).

2.3. ADDRESS

Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
<h3>Addresses</h3> <p>Type : Domicile</p> <p>Country*: <input type="text"/></p> <p>Street + number*: <input type="text"/></p> <p>c/o : <input type="text"/></p> <p>Complement : <input type="text"/></p> <p>Zip code*: <input type="text"/></p> <p>City*: <input type="text"/></p> <p> <input type="text"/> Mobile phone number (ex : +41 ...)*: + <input type="text"/> <input type="text"/> Private phone number (ex : +41 ...) : <input type="text"/> </p> <p>Would you like your mail to be sent to another address ?*: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Withholding Taxes - if you are a legal resident outside of Switzerland</p> <p>Information : You are possibly subject to withholding taxes. Consult the appropriate tax authority website for more information. Fill out and sign the attached declaration form and upload it in Tab "8. Documents"</p> <p> <input type="text"/> Access to tax administration website : https://www.ge.ch/impot-source </p> <p> <input type="text"/> Tax return form to be completed and uploaded to folder "8. Documents" : https://www.ge.ch/document/formulaire-declaration-prelevement-impot-source-2025 </p>								

Please refer the  for more information on the fields you need to fill in.

Please make sure to follow the proper phone number format indicated (with space).

/!\ If you encounter problems with the address when you want to submit your form, try removing all address information, save and enter the task again. Fill in your home address **without a secondary address**.

2.4. PERMIT

This tab partially varies depending on the information filled in on the Personal Information tab. If you are of Swiss nationality, just check the box "I guarantee the accuracy of my working / residency permit information / I'm a Swiss citizen" at the bottom of the tab.

Practical information
1. Personal information
2. Address
3. Permit
4. Employment
5. Banking/Postal details
6. Spouse/Partner
7. Children
8. Documents

Votre autorisation de séjour / travail

Information : STR_INFORMATION_DMDE_AUTORISATION

You have a working / residency permit*: ☒ Yes ☐ No

Information : Préparez la copie de votre autorisation de séjour/travail et joignez-la à l'onglet "8. Documents"

Type of working permit / residence permit*:

Date of acquisition of your working / residency permit*: (JJ/MM/AAAA)

Expiry date of your working / residency permit*: (JJ/MM/AAAA)

Please refer the for more information on the fields you need to fill in.

Votre autorisation de séjour / travail

Information : STR_INFORMATION_DMDE_AUTORISATION

You have a working / residency permit*: ☐ Yes ☒ No

Will you be domiciled in Switzerland ?*: ☐ Yes ☐ No

Information : See the procedure below and send your permit application by post to the contact person (see practical information) along with two passport-type photos.



Procedure to be followed : <https://www.unige.ch/adm/dirh/accueil/scgsi/support/support-aux-utilisateurs/trices/gde-permis>

As asked above, please confirm to us that you have applied for a work/residency permit application and have added 2 photos.*: ☐

2.5. EMPLOYMENTS

Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
Last Place of Employment				Previously Employed by the State of Geneva				
<p>Employer : <input type="text"/></p> <p>Date of entry : <input type="text"/> (JJ/MM/AAAA)</p> <p>End date : <input type="text"/> (JJ/MM/AAAA)</p> <p>Please refer the for more information on the fields you need to fill in.</p>				<p> Have you already worked for the State of Geneva?*: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Department / Service : <input type="text"/></p> <p>Date of entry : <input type="text"/> (JJ/MM/AAAA)</p> <p>End date : <input type="text"/> (JJ/MM/AAAA)</p> <p> Activity rate : <input type="text"/></p>				
Other Professional Experience				Early Retirement				
<p>Indicate if you are an Independent*: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Pays activité complémentaire : <input type="radio"/> En Suisse <input type="radio"/> A l'étranger <input type="radio"/> En suisse et à l'étranger</p> <p> Do you have another employer ?*: <input type="radio"/> Yes <input type="radio"/> No</p>				<p> Are you currently receiving an early retirement pension ?*: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Since : <input type="text"/> (JJ/MM/AAAA)</p> <p> Rate : <input type="text"/></p>				
Disability Pension								
<p>Are you currently receiving a disability pension?*: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Since : <input type="text"/> (JJ/MM/AAAA)</p> <p> Rate : <input type="text"/></p>								

2.6. BANKING/POSTAL DETAILS


Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
<p>Information : In order to receive your salary, you must have a bank account (or a postal account) in Switzerland.</p> <p>Do you have a Swiss bank account*: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Information : We urge you to open a bank account or postal account with no delay.</p> <p>Please refer the  for more information on the fields you need to fill in.</p>								
<p>Do you have a Swiss bank account*: <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p> Iban (format CH100023000A109822346)*: <input type="text"/></p>								

2.7. SPOUSE/PARTNER

This tab needs to be filled in only if your family status implies a need for more information (married, separated, etc.).

Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
<p>Your Spouse/Partner</p> <p>Nom : <input type="text"/></p> <p>First name : <input type="text"/></p> <p>Date de naissance : <input type="text"/> </p> <p>Gender : <input type="text"/></p> <p>Nationality : <input type="text"/></p> <p>Country of residency : <input type="text"/></p> <p>Spouse/Partners's Employment</p> <p>Revenues to take into consideration:</p> <p>Information : - revenues from a gainful activity (salaried or independent) - revenues from insurance (unemployment, health, accident, etc.)</p> <p>Is your spouse employed : <input type="radio"/> Yes <input type="radio"/> No</p> <p>Please refer the  for more information on the fields you need to fill in.</p>								

2.8. CHILDREN

You will need to list your children in this tab. Click on the  icon and fill in the details on the new window. Repeat this step for each child.

Practical information | **1. Personal information** | **2. Address** | **3. Permit** | **4. Employment** | **5. Banking/Postal details** | **6. Spouse/Partner** | **7. Children** | **8. Documents**






Do you have children or other dependents?*: ☒ Yes ☐ No

Do you get any family or study allowances ?*: ☐ Yes ☒ No

Would you like to apply for child/family allowance ?*: ☒ Yes ☐ No


Formulaire de demande d'allocation familiale : https://memento.unige.ch/download_file/190/327


Enfants

Id wf enfant	Present name	First name	Date of birth	Gender	Dependent child

Confirm and continue

 I guarantee the accuracy of the information on my children and family charges*: ☐


Please refer the  for more information on the fields you need to fill in.

Ajouter

Enfant

Present name*:



First name*:

Date of birth*:  (JJ/MM/AAAA)

Gender*: ☐ Female ☐ Male

Right to allowances*: ☐ Yes ☒ No

Dependent child*: ☐ Yes ☒ No

 Validate  Cancel

2.9. DOCUMENTS

This tab is where you will upload all the requested documents. The list of documents requested depends on all the information gathered from the previous tabs. It is necessary to upload all the requested documents to validate your task and send your hiring file to the next step. All documents must be saved as a PDF (.pdf).























All documents added together must not be above 5 MB!

Practical information | **1. Personal information** | **2. Address** | **3. Permit** | **4. Employment** | **5. Banking/Postal details** | **6. Spouse/Partner** | **7. Children** | **8. Documents**


Required Documents to Attach

Documents to Attach


Information : Complete the list below and attach any additional documents that may be useful for your hire.

Type of document    	Doc	Actions
Copie carte AVS		  
Copie carte bancaire / postale, RIB ou RIP (compte suisse)		  
Copie de la pièce d'identité / passeport		  
CV		  
Formulaire d'allocations familiales rempli		  
Offre de service (= lettre de motivation)		  

Add a document
Preview the document
Delete the document



Select by Name List of all the documents that can be uploaded 


Select by Name


 **Search*:**


Results*:


- Acte de naissance
- Acte officiel de l'état civil
- Attestation d'assurance AVS (autre activité professionnelle)
- Attestation d'origine des droits
- Autre (WF_futur_collaborateur-trice)
- Certificats de travail / Attestations de travail
- Copie carte AVS
- Copie carte bancaire / postale, RIB ou RIP (compte suisse)
- Copie de la pièce d'identité / passeport
- Copie du titre de séjour/autorisation de travail



 **Validate**  **Cancel**

Copie carte AVS 



Type of document*: Copie carte AVS 

Doc*: **Find your document locally** 

 **Enregistrer**  **Cancel**