

Dual Career Advice (DCA)

STANDARDIZED FORM

As an additional part of the negotiation process with the president of ETH Zurich, our Dual Career Advice office will help advice you and your family members on Dual Career and integration aspects. We kindly ask you to fill out this form and send it to Madeleine Lüthy, Dual Career Advisor (madeleine.luethy@sl.ethz.ch). The data collected will be used exclusively by the office of Dual Career Advice and will help to support you and your family with issues relating to your start at ETH Zurich as well as your relocation to Switzerland. According to Swiss privacy protection regulations, the data and documents will be deleted, either after the completion of the negotiation process, or once you no longer require assistance from the DCA.

The DCA assists in exploring career opportunities for partners of newly appointed ETH professors and additionally offers various support for private matter such as housing, schooling, taxes, insurances, culture and general information on living in Switzerland etc.

The role of DCA is to serve as a sounding board and point of contact during your search for employment. The Dual Career Advice office at ETH does not serve as an employment agency. The DCA office in its role as coach will guide and support you during the different processes but cannot guarantee a successful professional integration.

PERSONAL INFORMATION

Spouse/Partner:

First Name:

Last Name:

Complete Address:

Phone/fax number:

E-Mail Address:

Date of birth:

Nationality:

Languages:

Name of ETH faculty member:

First Name:

Last Name:

Phone/fax number:

E-Mail Address:

Date of birth:

Languages:

Nationality:

Future ETH department:

Will children be living with you?

Yes No

Names (s) and Date(s) of birth?

Planned arrival date of the faculty member? ----- of the family? -----

SPOUSE EMPLOYMENT

The DCA supports your career search by providing you with a broad professional network. The job search is conducted by the spouse him-/herself. The DCA office offers support on how you can establish your professional network and provides you with detailed information on the Swiss labour market.

Are you interested in assistance for spouse employment?

Yes No

Do you agree that the DCA shares your CV and other relevant information for the purpose of occupational integration with potential new employers or contact persons?

Yes No

The DCA office treats your personal data with highest sensitivity and ensures that the data will be deleted afterwards.

What field of business activity would you be interested in? Please send me your CV*, a short description about your career so far and your future career perspective, and a list of your preferred employers or (ETH) research groups you are interested in.

*The [application guide](#) of the ETH Career Center informs you on how to adapt your CV to the requirements of the Swiss labour market.

HOUSING

Please bear in mind to take enough time for your apartment or property search, as there is a increasing competition on the housing market in Zurich. ETH has some rental apartments for guest faculty members. These apartments may also be used by new faculty and their families for a period up to one year.

Are you interested in renting an apartment for guest faculty members?

Yes No

Are you interested in assistance to find housing?

Yes No

(ETH Zurich offers special arrangements for faculty members)

EDUCATION / CHILDCARE

Depending on the age of your children, we can provide you with information on public or private school systems, day cares or au pair placements.

**Are you interested in getting general information about
- the Swiss school system?
- private schools?**

**Yes No
Yes No**

- | | | |
|--|-----|----|
| - international (anglophone or francophone) schools? | Yes | No |
| - childcare service? | Yes | No |
- (ETH Zurich provides special offers for faculty members)

GERMAN AS A FOREIGN LANGUAGE

Switzerland has four official languages (German, French, Italian and Romansch). In Zurich the official written language is German. The spoken language is the Zurich dialect of Swiss-German. If you or other members of your family are interested in learning or improving German, we can provide you with a list of different language schools or teachers.

Would you like detailed information about language courses?	Yes	No
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LOCAL CLUBS AND ORGANIZATIONS FOR FOREIGN PEOPLE

A number of local organizations exist within the Zurich area. Their main goal consists in making life as a foreigner easier, socially and culturally enlightening.

Are you interested in some detailed information about local clubs and organizations?	Yes	No
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LIVING IN SWITZERLAND

Banking, driving in Switzerland, shopping in Switzerland, culture, leisure time, Sport etc.; these are some of the many frequently raised issues you might want to be informed about.

Are you interested in some detailed information about living in Switzerland?	Yes	No
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MEETING OTHER SPOUSES OF FACULTY MEMBERS

A number of faculty members and their families coming from abroad have already gone through the process of integration within ETH and the Swiss way of life.

Are you interested in meeting some other spouses of ETH faculty members?	Yes	No
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ACCIDENT INSURANCE

Insurance coverage for accidents for ETH employees is mostly provided by SUVA.

Are you interested in some detailed information about insurance?	Yes	No
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HEALTH INSURANCE

Swiss law requires that every person living in Switzerland has health insurance. That provides for a set minimum coverage. As there is no insurance offered by the state, this must be acquired from a private insurance company.

Are you interested in some detailed information about the Swiss health insurance system?	Yes	No
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TAXES

Regarding taxes, we recommend to get informed by a professional tax expert. Within Switzerland, every canton has its own tax conditions.

Are you interested in meeting a professional tax expert? **Yes** **No**

FINANCIAL CONSULTING

With the change of your domicile you might be interested in finding new arrangements to reorganize and optimize your family budget, insurance and/or tax situation.

Would you be interested in meeting a professional finance consultant? **Yes** **No**

PARTNERPROGRAM

Experience shows that it is very important for the accompanying partner of a future ETH professor that she/he gets a first impression of Zurich and of the new environment in general (housing, school system, possibilities for a job) before the decision regarding the ETH position is taken. We offer to try to organise a program for the partner of a future ETH professor following your needs. Please indicate the whole duration of your stay in Zurich: _____

Would you like us to organise a "partnerprogram" **Yes** **No**

- Documentation of a guest apartment
- First meeting with a housing company
- Meeting with the teacher or the secretary of a school
- Potential employers
- Meeting with another family of an ETH professor
- other _____

GENERAL COMMENTS:

You are kindly requested to send this form to: madeleine.luethy@sl.ethz.ch;
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