

## Sample page Occupation

All places for the 2023 recruitment year have already been allocated.



## – What we offer you

- A three-year dual study programme with an optimal combination of theory & practice
- Learning in a fixed course group
- An attractive income
- Employment as a civil servant right from the start
- Good chances of being taken on
- Exciting & challenging course content ranging from law to economics to social sciences

## – What you should bring with you

- General higher education entrance qualification or unrestricted entrance qualification for a university of applied sciences
- Ability to work in a team
- Communication skills
- Willingness to learn and perform
- Flexibility
- Ability to work under pressure

## – This is how the study programme works

During the practical study periods at the Bocholt municipal administration, the tasks, working methods and interrelationships of public administration are to be clarified and practical administrative action is to be practised. The applicable legal regulations are taught in a practice-oriented manner. The four practical areas are:

- Organisation and personnel
- Financial administration
- Administration of order
- Performance management

The higher education programme, conducted at the [University of Applied Sciences for Police and Administration](#), Münster Department, provides academic training. The following subjects, among others, are covered in several [study sections](#):

- Constitutional law
- General administrative law
- Public business administration (organisation, human resources, information processing, accounting)
- Municipal financial management
- Service law, municipal law, social law, European law
- Psychology, sociology

The preparatory service ends with the Bachelor's thesis. After passing the exam, you will receive the academic degree "Bachelor of Laws".

## Possible areas of employment after graduation

After successfully completing your studies, you will be assigned to a department. Possible fields of employment are e.g.:

### **Department of Organisation and Personnel**

- Personnel administration
- Organisational matters

### **Finance department**

- Preparation of the budget and annual financial statements
- Assessment and collection of municipal taxes

### **Department of Public Order**

- Issuing of retail trade permits
- Matters relating to expatriates

### **Department of Youth, Family, School and Sport**

- Processing of matters relating to economic educational assistance and maintenance collection
- Support in sports matters

### **Department of Social Affairs**

- Processing of applications for social assistance and basic benefits for job-seekers
- Processing of applications for one-off assistance with living costs



## Field reports

Field report XY

**I will be happy to answer any further questions**

## **Interested in an internship?**

You can find out more [here](#).

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## **Further information:**



## Earnings during training ►



## Fairs & Events ►



## Joint actions ►



## Selection procedure at a glance ►

