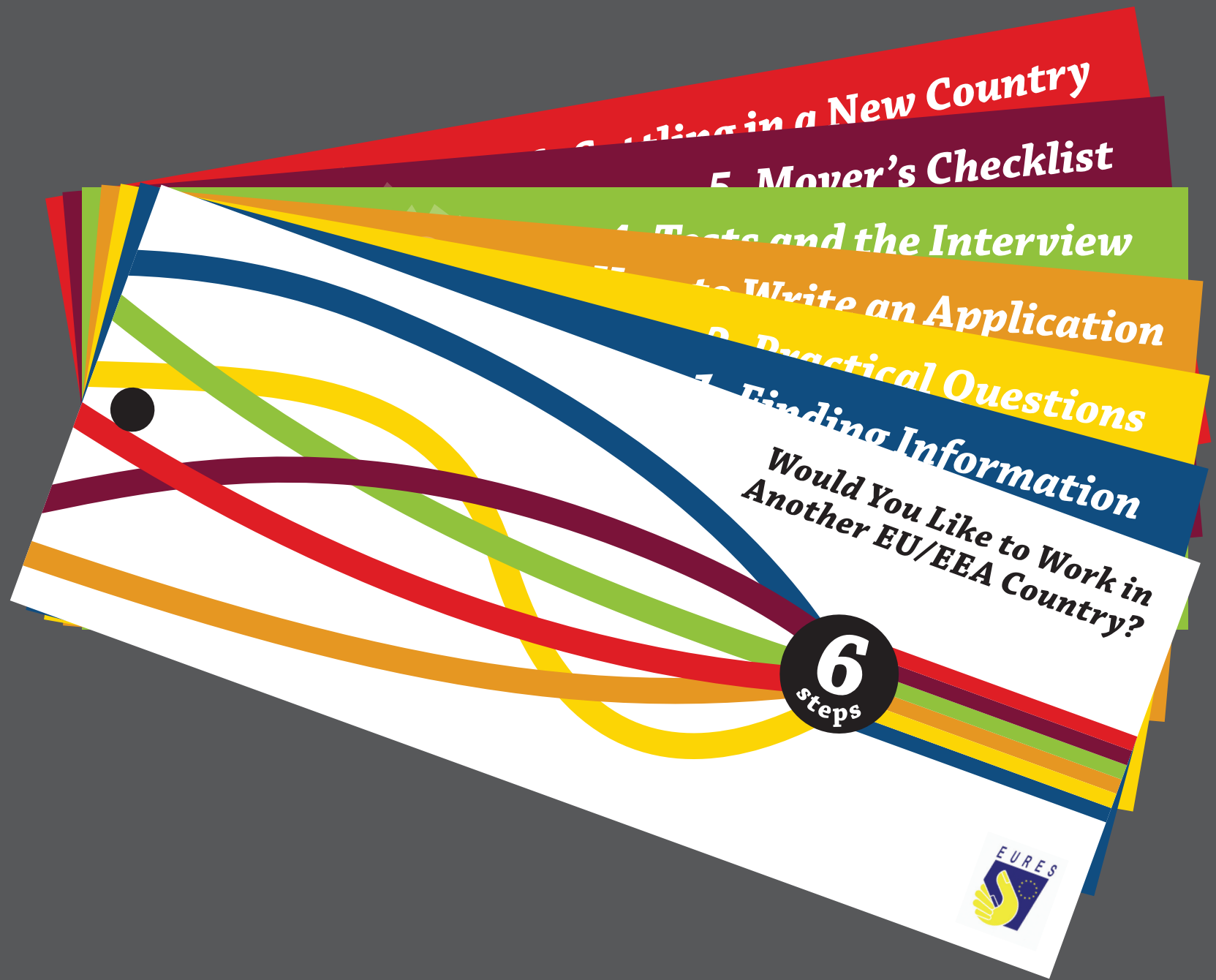


***Would You Like to Work in  
Another EU/EEA Country?***

**6**  
steps





6 Settling in a New Country

5 Mover's Checklist

4 Tests and the Interview

3 How to Write an Application

2 Practical Questions

1 Finding Information

Would You Like to Work in  
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6  
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***Would You Like to Work in  
Another EU/EEA Country?***

**6**  
steps





*Working and training abroad is a unique experience, during which you can get valuable work experience, increase your language skills and find new friends and interesting experiences. In order to get everything function smoothly, you should prepare your move to another country. Finding a job or a trainee placement abroad can be difficult and time consuming.*

*To make it easier for you we have created six steps, each including hints and tips to those, who wish to move abroad.*



# ***1. Finding Information About Work and Traineeship Abroad***

You can find nearly a million job opportunities in different fields in 31 European countries in the European Employment Services' EURES portal of EU/EEA countries and Switzerland *eures.europa.eu*.

Internet addresses of the national public employment services with plenty of job opportunities you can also find in the EURES portal.

In the Jobseekers section of the EURES portal *EURES members and partners* link provides a list of various organizations offering work abroad.

You can ask about job opportunities also from the EURES advisers, whose contact information you find in the EURES portal.

You can create your CV online in the EURES portal and make it available to the employers registered in the EURES.

There is a special link for graduates: *Jobseekers* → *Are you a graduate? Job Opportunities for graduates* link offers many useful job sites of the EU/EEA countries especially for graduates.

Many useful addresses on job opportunities abroad you find in the web site link "Ulkomaille työhön tai opiskelemaan" of the Information Centre JobCafé at the Turku Employment and Economic Development Office, i.e. TE Office. *www.jobcafeturku.net/linkit/*

Job vacancies abroad announced in the employment and economic development offices you find in [www.mol.fi/paikat](http://www.mol.fi/paikat).

Information on jobs abroad you also find on the sites of the employment and information service of the Finnish universities of applied sciences [www.jobstep.net](http://www.jobstep.net) and of the academic career services [www.aarresaari.net](http://www.aarresaari.net).

Recruitment fairs and seminars, such as the European Job Day / Kampus Recruitment Fair organized every autumn in Turku, are an excellent source for information and an opportunity to meet employers and EURES advisers from other EU/EEA countries. [www.kampusturku.net](http://www.kampusturku.net)

The Turku TE Office, just like some other Finnish TE offices, organizes yearly various recruitment abroad events, in which the employers of EU/EEA countries recruit employees. Information on these current issues as well as on job seeking in general in EU/EEA countries you find in [www.mol.fi/eures](http://www.mol.fi/eures).

EU career vacancies are published in European Personnel Selection Office's website in [europa.eu/epso/](http://europa.eu/epso/).

A traineeship is also a good way to get acquainted with a foreign country and it gives you a possibility to advance to a permanent job. About these possibilities you can inquire from your place of study and from the Centre for International Mobility [www.cimo.fi](http://www.cimo.fi).

If you are interested in a summer job in other Nordic countries, please see [www.nordjobb.net](http://www.nordjobb.net).

Also a researcher can benefit from studying or working in another member state. European Commission's EURAXESS – Researchers in Motion website helps researchers advance their careers and supports academic organizations in search for talented researchers [ec.europa.eu/euraxess](http://ec.europa.eu/euraxess).

Founding a company in another member state is also an option. European Commission's ERASMUS for Young Entrepreneurs program provides a possibility for on-the-job-training in a company in another EU/EEA country. [www.erasmus-entrepreneurs.eu](http://www.erasmus-entrepreneurs.eu)

In many countries there are private recruitment agencies, which can help you in your job seeking process. Please, note that some of these agencies charge for their services.

Also search engines, national newspapers, professional publications, career service centres and student organizations are good sources of information.

If you are interested in au pair or voluntary work, CIMO ([www.maailmalle.net](http://www.maailmalle.net)) and the Finnish Youth Co-Operation - Allianssi ([www.alli.fi](http://www.alli.fi)) have plenty of information on above mentioned possibilities.

## ***2. Practical Questions***



## HOW DO I FIND A JOB ABROAD THAT BEST CORRESPONDS TO MY SKILLS?

Newly graduated jobseekers and particularly the students with limited job opportunities should be adaptable in the labour market. Therefore you should consider your personal competencies and new skills you perhaps should learn. Believe in yourself and your skills. The employers are often not interested in diplomas or study fields, but instead they pay more attention to the applicant's ability to take responsibility and handle the job given. When applying for a job in another country it is often useful and sometimes essential to know the local language. The language requirements, however, may vary from country to country, and there are no set rules that apply to this.

## WILL MY UNIVERSITY DEGREE AND MY PROFESSIONAL EXPERIENCES BE RECOGNIZED?

It is essentially important to find out whether the country in question accepts your degree and whether your occupation is one of the so-called regulated occupations. The general rule in EU/EEA countries is that if you have the competence to practice your occupation in your own country, you can also do that in another member state.

The so-called regulated occupations are the ones for which you need to get a decision on the right to practice a profession in the country in question, such as lawyers, accountants, teachers, doctors, dentists, pharmacists and architects.

For some civil service posts a certain level of degree might be required, in which case a decision of recognition is needed.

In the private sector the employer usually decides who they consider qualified for the job in question. Find out about the recognition of degrees in [www.enic-naric.net](http://www.enic-naric.net).

## DO I HAVE THE RIGHT TO RECEIVE UNEMPLOYMENT BENEFIT WHILE LOOKING FOR A JOB IN ANOTHER EU/EEA MEMBER STATE?

If you are unemployed and wish to look for a job in another EU/EEA country, you can transfer your unemployment benefit, i.e. the Basic Unemployment Allowance of Kela, the Social Insurance Institution of Finland or the Earnings-related Unemployment Allowance of your unemployment fund to the country in question for three months. However, there are strict rules and conditions concerning the transfer of benefits. Contact a EURES adviser or the local TE office.

## WHAT KIND OF LEGAL DOCUMENTS DO I NEED?

Check in good time that you have a valid identity card or a passport, which allows you to move within the EU/EEA area.

If you want to work outside the EU/EEA area, you have to find out about visas and/or work permit requirements. Get in contact with the embassy of the country in question to find out more about the application process. [www.formin.fi](http://www.formin.fi)

If you are a citizen of a non-EU/EEA country and you would like to work in a EU/EEA country, apply for a visa/work permit for you and/or your family members. Get in contact with the embassy of the country in question to find out more about the application process.

## ***3. How to Write an Application***



Define your competence, skills and wishes, but be realistic and prepared to do in the beginning also other work outside your own field of studies.

It is possible to write a CV online in the EURES portal, so sign in for My EURES service.

Write also open applications; the most common way is to send a cover letter and CV to the employer.

It is recommendable to use the European Europass model. *www.europass.fi*

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### GENERAL ADVICE ON WRITING THE COVER LETTER AND THE CV:

In a one-page long cover letter you convince the employer why you in particular are the right person for the job. Keep in mind the employer's point of view. If the employer has a website, get to know the employer while writing the cover letter.

A CV is at most two pages long.

Write your CV simple and easy to read. Use the appropriate professional terminology to describe your competence.

Highlight the skills and qualifications required for the job, in other words adapt your CV to fit the tasks of each job advertisement.

Remember to write down your achievements and do not forget e.g. summer jobs, voluntary work or hobbies.

Use, if possible, the language in the job advertisement.

If you have referees, ask for their permission.


All the information you give should be authentic, exact and appropriate.

Let another person read your application before sending it to the employer.

For further details and examples see also for example the site [www.aarresaari.net](http://www.aarresaari.net).

## ***4. Tests and the Interview***





Big companies often use psychological and technical assessment tests before the actual interview.

Make sure before the interview that you are well informed about the company and ready to ask questions about both the company and of the tasks.

Prepare examples on how you can best describe your characteristics or skills in demanding work situations, an example tells more than just a statement “I am a responsible worker”.

Stay calm and above all honest when unexpected questions are asked.

If your language skills are not good enough, try to speak anyway and show that you are willing to make improvements.

Social, team and management skills are worth mentioning by using examples.

Get information on the salary generally paid for similar work in the country in question, e.g. EURES advisers can help with this.

### **BRING TO THE INTERVIEW:**

- Your CV
- Photocopies of your graduation certificate, language course certificates and work certificates, preferably translated into the language of the country in question
- Identity cards, e.g. the passport/ID card and in some countries also a copy of your birth certificate
- A passport photograph for easier later identification of your CV
- References from your previous employers or if you have no work experience, ask for a reference from your school/university

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## ***5. Mover's Checklist***



### EARLY BEFORE PACKING THINK OF ...

The more you have **information in advance on the country in question**, the easier it is to settle there.

Make sure you have a **work contract** or that you know **the terms and conditions of employment**.


Remember required **documents**, e.g. the valid passport.

Remember **language courses**, the knowledge of the local language is important.

Pay attention to the **bank accounts** and have enough cash for the first days.

It is advisable to order the **European Health Insurance Card** from Kela. It is free of charge. By presenting the card, you can obtain necessary medical treatment during a temporary residence in another EU/EEA country or in Switzerland. *www.kela.fi*

**Private insurances**, available in many countries, cover the costs of sickness in full. Taking one is advisable. Usually this is the responsibility of the employee or the jobseeker.



Check the **social security** issues before your departure. Kela provides information on social security and the required E-forms. While working in another EU/EEA country you are generally covered by the country's social security system. If you become unemployed abroad, in order to receive the unemployment benefit it can be requested from you that you have worked for a certain period of time in the country in question. In these cases work in another EU/EEA country or Switzerland can be taken into account for your benefit. Work and insurance periods in these countries are verified with the form E301. In Finland you can get the form from your unemployment fund or from Kela.

If you are a **posted worker**, you have to get a certificate of belonging to the Finnish social security system, e.g. E101, from the Finnish Centre for Pensions. Working in another EU/EEA country accumulates your pension. [www.etk.fi](http://www.etk.fi)

**Taxation** is worth checking before moving abroad. The salary received abroad, from a foreign employer is taxed in the country in question. A person working abroad still needs to fill in the tax return, even if his/her salary is not taxed in Finland. The salary can be taxed also in Finland, but the foreign country's taxation is reduced from the Finnish one. The European countries have concluded bilateral tax agreements to prevent their citizens from paying twice for the salary or other income in another EU/EEA country. [www.vero.fi](http://www.vero.fi)

Find out about **housing possibilities** and rents. The employer may help with this.

As a worker of EU/EEA country you and your **family members** have the same rights as the local workers, e.g. the right to work and to go school. You can get information on the schools and the educational system in the country in question by contacting the local EURES adviser.


Make sure you have **ended all the contracts** with service providers, e.g. water, electricity, phone and Internet, TV and newspapers. Decide whether you want to close your bank account and end your insurances.

Let the local authorities know about your moving abroad: Kela, tax office, TE office, **local register office**.  
*[www.maistraatti.fi](http://www.maistraatti.fi)*

Plenty of useful information on the formalities of moving in and out of a country you find on the European Commission's Your Europe website  
*[ec.europa.eu/youreurope](http://ec.europa.eu/youreurope)*.



## ***6. Settling in a New Country***




Even if you have made early housing inquiries already before leaving your own country, it can be difficult to find suitable accommodation. If your employer cannot help you, get a temporary solution first, e.g. a hostel, until you find a suitable one. Look for information on the regulations and rights and obligations applicable to house renting in your new country of residence. If you rent or buy a house or a car, it may be mandatory to obtain insurance against fire and traffic accidents.

Check if you have to register your residence in the country in question after three months' stay. Usually the local police authority handles the registration.

Open a bank account and inform your employer about it for salary payment purposes.

When moving between member states of the EU/EEA or Switzerland, social security coverage is affected by EU Regulation. The purpose of this regulation is to ensure that persons moving between these countries are covered by one national social security system at a time. Further, the Regulation seeks to ensure that persons moving from one country to another do not lose their earned rights to social security as a result of the move.



All social security benefits linked to a work contract in the country in question are equally applied to all EU/EEA citizens. Social benefits cover sickness and maternity leave, unemployment and family benefits, accidents at work and occupational diseases, invalidity and old-age pensions.

It is useful to attend different courses and training for improving your language proficiency and/or professional skills.

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**THINK ALSO THAT ONE DAY YOU MIGHT RETURN TO YOUR HOME COUNTRY ...**

Start applying for jobs well in advance before your return. Through EURES you may find job opportunities also in your old home country.

Remember to request a reference from your employer, where the tasks, period of work and the reason for the ending of the contract are stated. Keep also the pay slips. Ask for the form E301, with which you can transfer your work and insurance periods from another EU/EEA country to another. In Finland Kela or your unemployment fund require it. If you become unemployed in another EU/EEA country, contact the public employment office in your working country in order to find out about the possibility to transfer your

unemployment benefit with the form E303 to another EU/EEA country. More information on the above mentioned you can ask from EURES advisers.

EU/EEA agreement guarantees for the EU/EEA citizen the payment of pension accumulated in another member state to any of the agreement countries. People living in Finland can apply for a pension accumulated abroad while they are applying for one in Finland.

The steps for seeking a job in your old home country do not differ much from those you took when you were looking for a job abroad.



**NOTES:**

**ADDITIONAL INFORMATION**

Turku Employment and Economic Development Office/EURES, [turku@mol.fi](mailto:turku@mol.fi), P.O. Box 235, 20101 Turku, Finland