

What should you know about your basic rights?

- Working and wage conditions should be the same as for citizens of the Czech Republic in the same occupational status.
- The **employment contract** may be for a fixed-term or indefinite period. It must be in writing and shall include: the type of work, the workplace, the day the employment begins, amount of remuneration. The probation period of 3 months is also usually included.
- Every employee is obliged to pay the social security insurance through the Czech Social Security Administration. It is deducted from the gross salary in the amount of 6, 5 %. More information can be found on: www.cssz.cz
- If you lose your job you may get registered at the local labour office. To become entitled to receive **unemployment benefits** you have to prove minimum 12 months of employment in last 24 months. They are paid to job seekers for a time period of 5 to 11 months (depending on age). For more information on social support please check: www.portal.mpsv.cz/soc
- Before leaving for the Czech Republic you need to have medical travel insurance. Once you have started work, your employer is obliged to register you to the public health system in the Czech Republic. For this purpose 4,5% is deducted from the gross salary of employees. For more information visit: www.mzcr.cz

Useful contacts in the Czech Republic:

The Embassy of Georgia in the Czech Republic

Address: Mlýnská 22/4, Prague 6 - Bubeneč

Phone: +420-233-311-749, +420-233-311-751(2)

E-mail: prague.emb@mfa.gov.ge

www.czech.mfa.gov.ge (http://www.mzv.cz/jnp/cz/encyklopedie_statu/asie/gruzie/kontaktni_cizi_urad/index.html)

Ministry of Labour and Social Affairs (work permits)

Address: Na Poříčním právu 1, 128 00 Praha 2

Phone: +420 221 923 766, www.mpsv.cz

Ministry of Interior (Department for Asylum and Migration Policy, long term visa/residence permits)

Address: postbox 21, Prague 7 – Letná 170 34

Infoline: +420 974 832 421, +420 974 832 418,

E-mail: pobyty@mvcz.cz, www.mvcz.cz

State Labour Inspection Office (protection of labour rights)

www.suip.cz, E-mail: opava@suip.cz

International Organization for Migration (IOM)

(assisted voluntary returns and reintegration assistance)

Address: Čechova 23, 170 00 Praha 7

E-mail address: prague@iom.int, www.iom.cz

Phone: +420 233 370 160

Association for Integration and Migration

(free of charge legal consultations)

Address: Senovážná 2, 110 00 Praha 1

E-mail: poradna@refug.cz, www.uprchlici.cz/cs/index.html

Phone: +420 224 224 379

ABOUT THE PROJECT

Targeted Initiative for Georgia (TIG) "Support reintegration of Georgian returning migrants and the implementation of EU – Georgia readmission agreement" is a 3 years project implemented in the framework of the Mobility Partnership concluded between Georgia and the European Union in 2009. The project is being implemented by a Consortium of 9 EU Member States (Belgium, Czech Republic, France, Germany, Italy, The Netherlands, Poland, Romania and Sweden) under the lead of the Ministry of Interior of the Czech Republic and in cooperation with the International Organization for Migration.

More information about the project can be found on

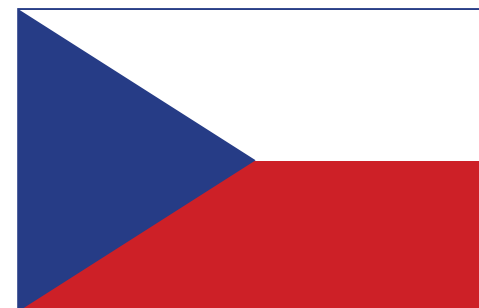
www.informedmigration.ge

or by contacting us:

E-mail: tig@tig-eu.ge;

Tel: (+995 32) 2600 955

EU-GEORGIA "MOBILITY PARTNERSHIP"



LABOUR MIGRATION TO THE CZECH REPUBLIC



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by the European Union



Targeted
Initiative
Georgia

Are you interested in working in the Czech Republic?

This leaflet provides you with general guidance on how to apply for work and residence permits in the Czech Republic including brief summary of work related rights and useful contacts to search for additional information or assistance.

What are the STEPS?

A third country national is entitled to work in the Czech Republic provided s/he has a valid work permit and a valid long term visa or residence permit issued for the purpose of employment or a Blue Card (single permit to legally stay and work in the CR for **qualified migrant workers**).

1. Secure a job offer from an employer
2. Apply for a work permit
3. Apply for a long term visa for the purpose of employment
4. After entering the territory of the Czech Republic:
 - register at Foreigners' Police Department and
 - visit the regional office of the Ministry of Interior

STEP 1

Where to look for information on job opportunities?

- Job offers registered with state labour offices
www.portal.mpsv.cz/sz
- On line job portals: www.jobs.cz; www.jobmaster.cz;
www.expats.cz
- Through private employment agencies (no fees charged. Only licensed agencies are legal. It could be checked on
www.portal.mpsv.cz/sz/obcane/zpr_prace)

Where to apply? What is the procedure?

The procedures on work permit and residence permit are separated (except the procedure on Blue Card system).

STEP 2

First your employer must make a general notification on the intention to employ the foreigner and report a vacancy to the competent regional office of the Public Employment Service. A labour market test is conducted to check if the vacant position (given the qualification required or the temporary shortage in workforce) cannot be occupied by registered jobseekers with given priority (above all Czech and EU citizens). Subsequently, you have to **apply for a work permit** at the responsible regional office of the Public Employment Service (in the same district the work is to be carried out).

The administrative procedure on work permit could be initiated by you, your future employer or any other representative empowered by certified

power of attorney. **The decision** on the work permit application shall be issued **within 30 days** (60 days in exceptional cases). The work permit is issued for job, employer, type of work and place of work specified in the application. If the application on work permit is refused there is **15 days to appeal** to the Ministry of Labour and Social Affairs.

STEP 3

Once the application for work permit is submitted you may apply for a **long-term visa** (over 90 days) **for the purpose of employment** at a consular section of the Czech Embassy in Georgia. To submit the application you must register on-line for an appointment at the Embassy via . The work permit application number is sufficient to be declared in your visa application if the final decision is not done yet.

Your visa application is proceeded by the Czech Ministry of Interior, which shall take a decision within 90 days after the application has been submitted (120 days in exceptional cases). **In case of refusal**, you may request the Ministry of Interior to reassess your application **within 15 days** after delivery of the decision. The Ministry shall react within 60 days.

STEP 4

After the visa is issued, you are entitled to enter The Czech Republic and take up the employment. Within 3 days after arrival you are obliged to register at the regional Foreigners' Police Department according to your place of residence. You shall also provide the office of the Ministry of Interior with your biometric data.

STEP 5

After 6 months of residence in the Czech Republic, you may apply for a **long-term residence permit** at the responsible regional office of the Ministry of Interior (**no earlier than 90 days and no later than 14 days prior expiration of your visa**). More information available:
http://www.mzv.cz/jnp/en/information_for_alien

What documents are required?

You shall always submit original documents (or certified copies in the Czech language or officially translated into Czech).

For a work permit:

1. Completed application form for a work permit
2. A photocopy of the travel document's page with your identification data;
3. An employer statement on intention to employ a foreigner
4. A certified duplicate of any document proving your professional

capacity for the business in which you intend to work at the territory of the Czech Republic (any school certificates or diplomas).

For a long term visa

1. Completed application form for a long term visa.
2. Travel document (original).
3. Work permit (or its application number and identification of the regional Labour Office where the application has been submitted).
4. 2 photographs.
5. A document confirming accommodation in the Czech Republic for the entire period of the planned stay.
6. A proof of medical travel insurance – to be submitted if your visa application is approved.

For more please visit: www.imigracniportal.cz or
http://www.mzv.cz/jnp/en/information_for_alien

What are the application fees?

(According to the rate from May 2012)

1. Work permit application: CZK 500 (EUR 21) and CZK 250 (EUR10) for any extension of its validity.
2. Long term visa application: CZK 2500 (EUR 101).

What is the validity of long-term visa, work permit and residence permit?

1. A long-term visa is granted for a maximum period of 6 months.
2. A long-term residence permit is issued with a validity period corresponding to the period stated in the relevant work permit.
3. A work permit is issued for max. 2 years.

Permits for family members

Family members are allowed to accompany you requesting a visa on purpose of the family reunification. In case any of your family members decides later to work s/he needs to apply for a work permit at the territory of the Czech Republic.

What to do at the end of employment? Can I change the job?

The work permit is valid until the date of given expiration unless your employment terminates earlier (e.g. by agreement or dismissal). Work permit is bound to a specific position and a specific employer. If you wish to change the job, you must apply for a new work permit. A Blue Card holder can change the position or employer after 2 years residing at the territory.