

# TOOLKIT

## EUROPEAN LABOUR RESOURCES



**EURO-OPP**

INCLUSIVITY, DIVERSITY & UNITY

## EURO-OPP – TOOL KIT

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## INTRODUCTION

This **Toolkit of Labour Resources in Europe** was created with the aim of being a practical and accessible guide to help migrants **learn about and exercise their rights**, better understand employment contracts and access support resources in the three participating countries: Spain, Italy and Lithuania.

Thanks to the joint work of the **Sieneva Foundation, Muoversi Assieme NGO (M.A.NGO)** and **UNFUZZ**, and the support of the **European Union** through the EURO-OPP project, a resource has been created that seeks to **empower people** and contribute to their social and labour inclusion, while strengthening host communities.

We encourage you to use this toolkit as a starting point: review the information, explore the useful links, consult the resources we suggest, and **share this knowledge** with others around you. Knowing your rights is the first step to asserting them.



This document **is designed to grow and be updated**: if you identify new needs or find relevant information, we invite you to collaborate and contribute to ensuring that this resource continues to be useful for more people in the future.

# EUROPASS - WHAT IS A EUROPASS CV, WHAT IS IT FOR AND HOW IS IT PREPARED:

## What is Europass?

Europass is a set of documents that includes the European CV, the Cover Letter, the Language Passport and the Mobility Document.



**Its aim** is to provide tools that help citizens to present their skills and qualifications clearly and effectively, facilitating labour mobility in Europe.

## What is Europass used for?

It is a key tool for those who wish to work, study or undertake an internship in Europe. It provides a format that is recognised in all European Union countries.

Main functions of Europass for candidates and employers

➡ **For candidates:** Europass allows you to create a detailed professional profile that includes work experience, academic training and personal skills. It also facilitates the creation of additional documents such as the Language Passport and the Cover Letter.

➡ **For employers:** Europass offers a standardised format that makes it easy to assess candidates' skills, streamlining the selection process.



## Some **ADVANTAGES** of using Europass for your professional career

1. It helps you highlight your professional profile through a clear and organised format.
2. The European CV format is ideal for those seeking job opportunities abroad.
3. Europass can be a useful tool for highlighting your skills.
4. Comparison of skills and experience among international candidates
5. Access to jobs, scholarships and opportunities throughout the European Union
6. The Europass portal includes additional resources for finding jobs, scholarships and volunteer opportunities in Europe, making international opportunities more accessible.

## European CV format: How to write a European CV?

The European CV format has a clear structure divided into sections that highlight the most relevant information for employers.

### Basic components of the European CV:

- **Personal information:** Includes details such as name, address, email and professional networks.
- **Position applied for:** Specify the position you are applying for or, in the case of a spontaneous application, mention your areas of interest.
- **Professional experience:** List your previous jobs, highlighting your most relevant duties and achievements.
- **Education and training:** Include your most recent studies and those most relevant to the position.
- **Personal and communication skills:** Detail your skills, including languages and organisational skills.
- **Additional information:** Provide relevant information such as publications, volunteer work or personal achievements.



## Tips for creating an effective European CV

1. Use a clean and professional design.
2. Tailor the content to the job offer.
3. Include keywords related to the position.
4. Adapt your Europass to different job offers:



To stand out in each application, tailor the content of your Europass to the specific requirements of the position, highlighting relevant skills and related experience.

## Additional Europass documents: Language Passport, Cover Letter and Mobility Document

 **Language Passport:** Allows you to self-assess your language skills

 **Cover Letter:** Helps to complement your CV by highlighting your motivation and experience.

 **Mobility Document:** Details the knowledge and skills acquired through international experiences.

## How to create your CV with Europass

### 1. Go to the official Europass website and register

First, go to [europa.eu/europass](https://europa.eu/europass) and select your language. Then create your account (it's free). All you need is an email address and a password.

Once you are in, you can start preparing everything from your personal area.



### 2. Create your personal profile

Click on "**Create my profile**". This is where the most important part begins. Take your time to **fill in as much information as possible**:

- Personal information
- Education and training
- Work experience
- Languages
- Digital skills
- Personal interests

The more complete your profile is, the better your CV will be.

Tip: don't forget to add any courses, workshops or certificates you have. It all adds up

### 3. Create your CV from your profile

- Once your profile is ready, go to the menu and click on 'Create a CV'.
- Then select the option 'Use my profile as a starting point'. Europass will then automatically generate your CV with all the information you have previously completed.

- From there, you can modify or delete whatever you want, decide whether you want to include a photograph, choose from several design templates for your CV, and adjust each section according to your needs or preferences.

Your CV will be fully personalised and ready to send wherever you want.



#### 4. Save and download your CV

Once you are happy with the result, save your CV and download it as a PDF. You can save different versions in your **personal** Europass **Library**. For example, one for looking for work in hospitality and another for professional internships in design.

This is very useful if you want **to adapt your CV** to the job you are applying for.

#### What else can you do with Europass?

 **"My Library": organise everything important:** In your Library space, you can upload qualifications and certificates, save different versions of your CV, create and store personalised cover letters, and add other documents that you consider important. Everything is organised in one place and you can easily access it from any device whenever you need it.

 **"My Competences": improve your profile with tests:** Not sure how to demonstrate your digital skills? On Europass, you can take **simple, official tests** that certify your skills in IT, social media, online work and more. These certificates are highly valued by companies and **give you more points as a candidate**.

 **Search for jobs across Europe:** In the main menu, you will also find a section called "**Search for jobs**". There you can access job offers from across Europe, thanks to a direct connection to networks such as EURES. You can filter by country, type of contract, sector or keyword.

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  **OTHER LINKS OF INTEREST, SUCH AS HOW TO CREATE A EUROPASS:**

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 <https://www.youtube.com/watch?v=dOF73pJ4zgM>

 <https://www.youtube.com/watch?v=RSfInOUPbsY>

 <https://www.youtube.com/watch?v=yU-x9Wh4o1A>

 **Tips: Use AI for your CV**

Artificial Intelligence tools can help you:

- Create a CV in minutes.
- Tailor it to each job offer.
- Improve its wording and design.
- Translate it into other languages.

 **Try these free options:**

- **ChatGPT** – To write or improve your CV.
- **Kickresume** – Generate CVs and cover letters with AI.
- **Teal** – Organise your job search and personalise your CV.

- **Canva** – CV templates with AI assistance for text.

 **Always review the result** to ensure it accurately reflects your experience.

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## How to write a CV with ChatGPT | Complete tutorial:

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How to write a CV with ChatGPT:

<https://youtu.be/MfyvABzuhbA?feature=shared>

How to create a CV in 6 minutes using ChatGPT:

<https://youtu.be/JVIBHqd8KW0?feature=shared>

CV for international students with no experience:

<https://youtu.be/aArb68OBFPg?feature=shared>

### COVER LETTER:

A cover letter is a short, personalised document that accompanies your CV when applying for a job. The aim is to capture the attention of the recruitment and convince them that you are the ideal candidate. In the letter, you should highlight the skills and experience relevant to the position.

#### How to write a good cover letter

The cover letter should highlight your motivation for applying for a particular job, making it clear why you consider yourself the best candidate.

The cover letter should refer to specific aspects of your CV and explain why they are relevant to the vacancy you are applying for.

- **Read the job advertisement carefully** and highlight in your cover letter the skills that best match the requirements of the position.
- **Find out as much as you can about the company:** Spend time researching the company to gain valuable insights into its corporate culture and refer to one or two key aspects in your cover letter.
- **Use keywords:** List your interpersonal skills using keywords that may appear in the job advertisement (punctuality, organisation, teamwork, etc.).
- **Be brief:** Write short, concise paragraphs that clearly refer to different aspects. Your cover letter should not exceed one page.
  - First paragraph: your motivation for applying.
  - Second paragraph: why you are the ideal candidate for the position.
  - Third paragraph: why the company is a good fit for what you are looking for.
- **Use a formal style:** polite and formal, and check for spelling mistakes.
- **Use a simple font:** Use a simple, understated font style, normal size (11-12) and with optimal line spacing (1 or 1.5).

### Useful links for creating a cover letter:

How to create a good cover letter in your Europass:

<https://europass.europa.eu/es/create-europass-cover-letter>

Other links for writing good cover letters:

<https://youtu.be/4281Q148Y9Q>

<https://youtu.be/3etzKSdtvxE>

How to write a motivation letter with ChatGPT (with tested prompts!):

<https://youtu.be/a6QsGsk-JE0?feature=shared>



### YOUR VIDEO COVER LETTER (video presentation):

<https://www.indeed.com/career-advice/resumes-cover-letters/video-cover-letter>

## What is a video cover letter?

A video cover letter is a short recorded presentation of yourself and your achievements, which accompanies your CV. It adds a more personal and visual touch than a written document.

## When to use a video cover letter?

- **To stand out from other candidates:** it is an original format that conveys innovation and the ability to connect.
- **For customer service or communication roles:** it allows you to show your tone, expressiveness and body language.
- **For profiles with a digital presence or professional website:** it integrates easily and generates visual engagement.
- **For professionals in media, film, or content creation:** here, the format functions as a practical portfolio.

## Key benefits

- **Direct and emotive narrative:** your voice, gestures and surroundings reinforce your professional story.
- **Visibility over other candidates:** stand out in processes with many applicants.
- **Express your true personality:** even if you are introverted, it offers a closeness that text cannot achieve.

## Tips

### How to create it: practical steps

1. **Prepare an outline script:** convert a traditional letter into key points such as your name, the position, experience, reasons for interest, and closing.
2. **Practise several times:** try it out in front of the mirror or on a video call to gain confidence.
3. **Pay attention to your appearance and surroundings:** lighting, framing, clean background, professional attire, and equipment in good condition.
4. **Record in long takes:** avoid cuts, be as continuous as possible.
5. **Send correctly:** name the file correctly or upload it as a link (YouTube, etc.) and include it when applying.

### Extra tips to make it even more effective

- **Expand on the information:** include details or examples that are not mentioned in your CV.
- **Keep it short:** ideally between 1 and 2 minutes; this means condensing your message and checking if you go over time.

How to make a video CV | Template with sample video:

<https://youtu.be/6DCnEfnEGNE?feature=shared>

## EUROPASS PASSPORT: = EUROPASS LIBRARY:

<https://europass.europa.eu/>

The Europass Skills Passport was a tool offered through Europass until 2019 that allowed users to create a collection of documents in a single file. However, *it is no longer available*, as registered Europass users can now share documents from their [Europass library](#)

[EUROPASS LIBRARY](#): The library is a free online space linked to your Europass profile where you can store files related to your studies and professional career. You can upload and share your CVs and cover letters, as well as your digital credentials, awards, certificates, diplomas and any other relevant documents. You can store all EUROPASS TOOLS in it.

### EUROPASS TOOLS AND FUNCTIONS (IN ADDITION TO CV AND COVER LETTER)



#### Digital skills

- Take a **test based on the digital competence framework** to assess your level.
- You will receive a **detailed report** with your strengths and weaknesses.
- You will receive a **learning roadmap** with recommended courses to improve your skills.



[Digital Skills Test](#)



#### Skills and Employment Trends

- Find **information on the demand for professions and skills** in the EU.
- Search by country or profession and discover the most relevant skills.



[Skills Intelligence](#)



### European Qualifications Framework (EQF)

- An **8-level** system for comparing qualifications from different countries.
- Improves the **transparency, comparability and transferability** of qualifications.
- Facilitates **mobility and lifelong learning**.

 [European Qualifications Framework](#)

### European Digital Credential for Learning (EDC)

- **Digital, verifiable and secure** version of degrees, certificates or micro-credentials.
- **Electronically signed**, guaranteeing authenticity.
- They can be quickly shared with employers or institutions.
- Facilitates **academic and professional mobility** in Europe.

 [European Digital Credentials for Learning](#)



### Europass Mobility Document

- Records and communicates skills acquired during international stays:
  - Internships, volunteering or studies.
- Includes tasks, responsibilities, competencies and skills developed.
- Adds value to your professional and academic profile.

 [Mobility Document](#)



### European Diploma Supplement

- Document accompanying the qualification and explaining:
  - Type and level of the qualification.
  - The institution that issues it and the content of the studies.
  - The national education system.
- Facilitates international recognition of studies and access to employment or training.

 [Certificate Supplement](#)

 [Diploma Supplement](#)

## NATIONAL/LOCAL WORK PROGRAMMES:

### EUROPEAN-LEVEL WORK PROGRAMMES COMMON TO ALL COUNTRIES:

#### 1) For European citizens (EU/EEA/Swiss citizens moving within Europe)

Free movement and right to work without additional permission, recognition of social rights and those of their family members (Directive 2004/38 and national regulations):

#### **EURES (EU public employment network):**

This is the European network for professional mobility, helping EU citizens to find work in other member countries and helping companies to find qualified personnel. The EURES network has offices in 31 countries (27 Member States of the European Union, plus Iceland, Liechtenstein, Norway and Switzerland), free advice and services before/during/after mobility: [EURES \(EUROpean Employment Services\)](https://eures.europa.eu/index_en)

This network is aimed at all EU citizens looking for a job, internship or professional apprenticeship in another EU country, Norway or Iceland. All European Union countries have network offices that you can contact via their website: [https://eures.europa.eu/index\\_en](https://eures.europa.eu/index_en) or directly through the national employment centre.



## Access to the EURES network by country: Spain, Italy and Lithuania

Country	How to access	Services available
<b>Spain</b>	Through the EURES Spain portal (on the SEPE website) and the EURES advisers at the Public Employment Services in each autonomous community.	Personalised advice, job offers in the EU, guidance on living and working conditions, support in applying for mobility grants (EURES TMS).
<b>Italy</b>	By accessing the EURES Italy portal (managed by ANPAL – National Agency for Active Employment Policies) and contacting the EURES advisers at regional employment offices.	Job search throughout Europe, support in transnational selection processes, information on legal requirements, language courses and funded mobility programmes.
<b>Lithuania</b>	Through EURES Lithuania, managed by the Lithuanian Public Employment Service. EURES advisers offer assistance at local offices and online.	Information about the Lithuanian and European labour market, job offers, mobility advice, assistance with recognition of qualifications and funding opportunities for travel.

\*\* Interesting videos from the EURES network on WORKING AND LIVING at:

EURES ITALY: <https://youtu.be/NK4CZxFnG4M?feature=shared>

EURES SPAIN: <https://youtu.be/uooLejAjUgE?feature=shared>

EURES LITHUANIA: <https://youtu.be/PpZd3wNA-a0?feature=shared>

## EURES Targeted Mobility Scheme (TMS):

### Aimed at:

- People over the age of 18 who are EU citizens or legal residents of the EU, Iceland or Norway.
- Employers, especially **SMEs**.

### Benefits for candidates:

- Personalised advice and support in finding employment.
- Financial assistance for:
  - Interviews
  - Language courses
  - Recognition of qualifications
  - Travel and subsistence

### Benefits for employers:

- Subsidies for contracts of at least 6 months (3 months for internships).
- Funding for:
  - Training
  - Administrative support
  - Accommodation and integration of new employees

### Access:

- Information and participation through national or regional **public employment services**.
- Guidance and advice on accessing **job, training or internship opportunities** in EURES countries.

More information about TMS – EURES

- **“Your first EURES job”**, in addition to the general requirements, you must be between 18 and 35 years of age and wish to seek employment in a country other than your country of residence. You will receive assistance with interviews, relocation, recognition of qualifications and other expenses.

### EURAXESS

- This is a comprehensive platform that supports the international mobility of researchers, providing access to employment, funding and assistance services for a smooth transition.
- Its main requirements focus on having a formal hosting agreement and following the national procedures of the destination country.
- Access is easy and free, and the platform is backed by strong networks of specialised centres in each country: Italy, Spain and Lithuania.

Country	Main supporting entity	Type of organisation/network
Spain	FECYT – Spanish Foundation for Science and Technology	National coordination of the EURAXESS Spain network, with more than 100 service centres in universities and research organisations.
Italy	National network of EURAXESS + Local Service Centres Contact Points (universities and research centres)	Decentralised support, with personalised assistance in each region for visas, accommodation, training, etc.
Lithuania	Research Council of Lithuania	Centralised coordination at national level, direct contact for researchers and management of mobility programmes.

## 2) Employment programmes for non-European nationals - EU framework (common to all countries)



- **EU BLUE CARD:** For highly qualified personnel (2021 reform in force; lower salary thresholds and more flexible rules after 2023 transposition). [Migration and Home Affairs Vialto Partners](#)
- **SINGLE PERMIT** – Single application to reside and work; recast adopted in April 2024: more streamlined procedure, possibility to change employer and limited periods of unemployment. [KPMG Migration and Home Affairs](#)
- **SEASONAL WORKERS** (agriculture, hospitality, etc.): Entry/stay conditions and minimum rights (Dir. 2014/36/EU). [EUR-Lex Migration and Home Affairs](#)
- **EU TALENT POOL (UNDER DEVELOPMENT):** EU platform to match non-EU companies and talent (proposal 2023; pilot integrated with **Europass/EURES** in 2025). [Migration and Home Affairs EURES \(EUROPEAN EMPLOYMENT SERVICES\)](#)
- **INTEGRATION AND EMPLOYMENT: ACTION PLAN FOR INTEGRATION AND INCLUSION 2021-2027:** Employment, skills, entrepreneurship, recognition) and tools such as the **EU Skills Profile Tool**. Funding via **ESF+** and **AMIF 2021-2027**. [Migration and Home Affairs Digital Skills and Jobs Platform](#)

## EMPLOYMENT PROGRAMMES IN SPAIN:

Labour market inclusion in Spain for European and non-European citizens is organised through multiple mechanisms. EURES and TMS are specific to Europeans, while SEPE, Empléate and programmes co-financed by the ESF+ are open to anyone with legal residence.

The National Integration Plan and NGOs offer cross-cutting services to promote employability, integration and social cohesion.



Programme / Mechanism	Target audience	How to access	Available services
<a href="#">EURES Network – European labour mobility</a>	European citizens (EU/EEA/Switzerland)	Through the EURES Spain portal (SEPE) and EURES advisers in regional employment services.	Job offers in the EU, personalised guidance, information on living and working conditions, access to mobility grants.
<a href="#">EURES Targeted Mobility Scheme (TMS)</a>	Europeans (EU/EEA/Switzerland)	Application via the EURES portal or with the support of a EURES adviser.	Financial assistance for travel, interviews, training, accommodation, recognition of qualifications and integration support.

<a href="#">Registration with Empléate / SEPE</a>	Europeans with valid ID card/passport	Registration at SEPE offices or regional employment services; online access via the Empléate portal.	Access to job offers, training courses, career guidance and integration programmes.
<a href="#">European Social Fund Plus (ESF+)</a>	Both (Europeans and non-Europeans)	Through national and regional programmes managed by the Ministry of Inclusion and regional governments.	It funds training, job placement programmes, support for vulnerable groups and the promotion of employability.
<a href="#">GECCO and circular migration</a>	Mainly non-Europeans (open to Europeans if applicable)	Temporary collective hiring for seasonal work; processing by employers and government validation.	Temporary residence and work permits, orderly labour mobility in sectors with high demand.
<a href="#">Reform of immigration regulations and roots</a>	Mainly non-Europeans	Processing at immigration offices and government delegations.	Regularisation of up to 300,000 people per year, reduction of residence periods to 2 years, job search visa extended to 12 months, roots through training with 12-month residence permit.
National Plan for Intercultural Integration and Inclusion	Both	Developed by the Spanish Government with support from European funds.	Creation of reception places, recruitment at source, intercultural mediation and training programmes for labour integration.
NGOs and support from civil society	Both	Access to integration and training programmes	Reception, job guidance, mediation with companies,

<a href="#">(Accem, CEPAIM)</a>		managed by NGOs with public funding.	training, social support and temporary accommodation.
<a href="#">Asylum and specific programmes for applicants</a>	Applicants for international protection	By submitting an asylum application and obtaining authorisation to work after 6 months.	Access to employment and training from the sixth month of application, integration into job placement programmes.
<a href="#">Support for refugees (CEAR)</a>	Refugees	Through asylum applications - annual plans	Comprehensive support: reception, psychological assistance, training, job search
<a href="#">SARA Programme – Inmujeres</a>	Migrant women in vulnerable situations	Referred by social services or associations 6-9 months	Training in social and work skills, equality and participation
<a href="#">Regulatory information</a>	Migration Portal – Ministry of Inclusion	Accessible to the general public – permanent and online	Up-to-date information on regulations, permits, integration, the labour market and migration statistics

### Local Employment Resources and Plans: Andalusia – Spain

<b>Resource / Programme</b>	<b>What it offers</b>	<b>Duration/Modality</b>	<b>Eligibility requirements</b>
<a href="#">European Union Citizen Registration (CUE)</a>	Initial procedures Certificate of registration and NIE	Permanent (single procedure)	Be an EU/EEA/Swiss citizen, provide proof of means of support or contract
<a href="#">Residence and work permit</a>	Initial procedures Residence and work permit	Initial 1 year (renewable)	Job offer, visa or long-term residency status
<a href="#">Social Security number (NUSS)</a>	Initial procedures		

<a href="#">SAE – Job application</a>	Registration to work and pay contributions	Permanent	ID card/foreign resident ID number and personal details
<a href="#">Andalucía Orienta</a>	Public Employment Services – Registration for unemployment, job offers and renewals	Valid until you find employment	Have a valid NIE and work permit
<a href="#">EPES</a>	Public Employment Services – Personalised Integration Plan	Approximately 6–12 months	Be registered with SAE
<a href="#">Vocational Training for Employment (FPE)</a>	Public Employment Services - Non-work placements with grant (80% IPREM)	3 months, extendable	Registration with SAE, suitable professional profile, <30 years of age preferred
<a href="#">Employment and Training Programme</a>	Public Employment Services - Free courses in trades and skills	50–600 hours depending on the course	Unemployed or employed with prior training requirements
Andalucía Activa	Employment Plans and Programmes - Training contract + theoretical classes	12 months	Registration with SAE
<a href="#">Emplea-T</a>	Employment Plans and Programmes - Hiring by local councils	6–12 months	Young people under 30 (Youth Guarantee) or over 45
<a href="#">T-Acompañamos</a>	Employment Plans and Programmes - Incentives for permanent contracts/internships	Minimum contract 6–12 months	Companies that hire
<a href="#">ALMA Young People</a>	Employment Plans and Programmes - Guidance, training and support	6–12 months	People at risk of exclusion

<a href="#">EURES Andalusia</a>	Employment Plans and Programmes - Itineraries + internships in the EU	Up to 6 months	Young people aged 16–29 with low employability
<a href="#">Red Cross – Employment Plan</a>	European mobility and employment - Job offers and advice for working in the EU	No time limit	EU citizenship or valid work permit
<a href="#">ACCEM Andalusia</a>	Social resources - Integration pathways, courses, internships	6–12 months	Migrants, refugees, vulnerable persons
<a href="#">Cepaim Foundation</a>	Social resources - Career guidance, training	Depending on the project	Migrants and asylum seekers
<a href="#">Andalucía Emprende (CADEs)</a>	Social resources - Social and employment pathways	6–12 months	Migrants and families
<a href="#">Incorpora Programme (La Caixa)</a>	Self-employment and entrepreneurship - Advice, business plan, grants	No limit (mentoring)	Anyone who wants to start a business

## EMPLOYMENT PROGRAMMES IN ITALY:

Italy has a wide range of mechanisms to facilitate the recruitment and integration of workers:

- For Europeans, the EURES Italy Network and Cliclavoro are particularly noteworthy, as they simplify access to employment and offer guidance.
- For third-country nationals, the Flussi Decree regulates entry flows, complemented by training programmes and pilot projects for labour corridors.
- Initiatives such as FAMI and FORWORK promote the integration of refugees and migrants, while business academies help fill vacancies in strategic sectors with specialised training.



Programme / Mechanism	Target audience	How to access	Available services
<a href="#">EURES Italy Network</a>	Europeans (EU/EEA/Switzerland)	Access via the EURES Italy portal and EURES advisers at regional employment offices.	Job search in the EU, recruitment events (e.g. Work in Italy), information on living and working conditions, mobility support.
<a href="#">Cliclavoro portal and Employment Offices</a>	Europeans (EU/EEA/Switzerland)	Registration on the Cliclavoro portal or assistance at public employment centres and authorised private agencies.	Access to job offers, job placement, training programmes and career guidance.
<a href="#">Decreto Flussi (2026-2028)</a>	Mainly non-Europeans	Submission of applications according to	Up to ~497,550 work permits: non-

		the three-year visa plan approved by the Italian Government.	seasonal/skilled employment and seasonal employment in agriculture and tourism.
<a href="#">Vocational and civic-linguistic training programmes</a>	Third countries	Participation in programmes approved by the Ministry of Labour that allow entry outside the quotas of the Flussi Decree.	Vocational and language training to facilitate job placement and integration.
<a href="#">National FAMI Programme (2021-2027)</a>	Third countries	Access through regional/national initiatives funded by the AMIF.	Includes training, social integration, recognition of qualifications, combating labour exploitation and discrimination.
<a href="#">FORWORK Project</a>	Asylum seekers and refugees	Coordinated by ANPAL and ITCILO in the Piedmont region.	Training and support for labour market integration from reception centres.
<a href="#">Labour corridors for refugees</a>	Refugees and applicants for international protection	Through UNHCR and partner organisations (e.g. Community of Sant'Egidio).	Prior language and skills training, legal work permits and employment in key sectors.
<a href="#">Pilot labour corridors from third countries</a>	Non-Europeans (selected in countries of origin)	Recruitment programmes in Lebanon, Ivory Coast, Ethiopia with the collaboration of the Italian Government.	Prior training, language learning and relocation with employment contract.
<a href="#">Business academies (Webuild, Fincantieri, FS Group)</a>	Migrants and nationals	Enrolment in internal programmes at companies in strategic sectors.	Practical training aimed at filling vacancies and reducing skills mismatches in the labour market.

## Local Resources and Employment Plans: Sardinia - Italy

Category	Resource / Programme	What it offers	Eligibility
Social inclusion and comprehensive guidance	<a href="#">#SocialHub39 – Project in Cagliari</a>	Personalised services: social inclusion, literacy, Italian language, legal and psychological counselling, CV writing, employment guidance, assistance with SSN and SPID. Cultural mediators and street workers.	Open to vulnerable migrants; direct access, no appointment necessary.
General regional guidance	<a href="#">Io sono un migrante – Sardinia Region</a>	Information on CPI, InformaGiovani and Informa & Orienta; employment guidance for young people and adults.	Open to migrants with no special requirements.
Public calls	<a href="#">Sardegna Immigrazione – 'Pathways to social and labour integration'</a>	Pathways to social and labour integration (ESF+ programme).	Variable requirements; normally resident migrants or applicants. Consult specific terms and conditions.
Regional information system	<a href="#">Sardegna Lavoro – Employment Information System</a>	Vocational training, active employment policies, courses, news and announcements.	Open access; useful for keeping up to date.
CPI – Cagliari	<a href="#">Cagliari Employment Centre</a>	Guidance, training, intermediation, SPID, EURES, Garanzia Giovani,	Free, open to migrants, businesses and the administration.

		disability services, DID registration.	
CPI – Tempio Pausania	<a href="#">Tempio Pausania Employment Centre</a>	Care in career guidance, reception, data updating, DID.	Free of charge, aimed at job seekers and companies. It is advisable to make an appointment in advance.
CPI – Sassari	<a href="#">Sassari Job Centre</a>	Personalised services: guidance, SPID, training, active policies.	Free of charge, open to migrants, companies and the administration.
CPI – Olbia	<a href="#">Olbia Employment Centre</a>	Similar services: guidance, SPID, job placement.	Free of charge; aimed at migrants, businesses and the administration.

## EMPLOYMENT PLANS IN LITHUANIA:

Lithuania offers a comprehensive employability support system that combines:

- free movement for Europeans,
- universal public employment services,
- residence and work permits for non-Europeans,
- integration programmes for refugees and asylum seekers,
- incentives for entrepreneurship such as the Startup Visa and support from the Innovation Agency.
- European funds such as AMIF and ESF+ complement these efforts with training, mentoring and community support services.



<b>Programme/Mechanism</b>	<b>Target audience</b>	<b>How to access</b>	<b>Available services</b>
<a href="#"><u>EURES Lithuania Network</u></a>	Europeans (EU/EEA/Switzerland)	EURES portal and local advisers; events such as 'Career in Lithuania'.	Job-CV matching, career guidance, information on living conditions.
Freedom of employment for EU citizens	Europeans (EU/EEA/Switzerland)	No work permit or visa required; residence certificate if stay >3 months.	Immediate access to the labour market on equal terms.
<a href="#"><u>Public Employment Service (Užimtumo tarnyba)</u></a>	Both (Europeans and non-Europeans)	Registration at local offices or online.	Job placement, guidance, job database, training for unemployed persons.
<a href="#"><u>Residence/work permits for non-Europeans</u></a>	Non-Europeans	Application via MIGRIS: D visa or temporary permit.	Allows you to work for 1 to 3 years, renewable.
<a href="#"><u>EU Blue Card</u></a>	Highly qualified non-Europeans	Application by employer with qualified offer.	Long-term residence and rights equivalent to those of citizens.
<a href="#"><u>Integration Action Plan (2018–2020)</u></a>	Refugees and third-country migrants	Implemented by the government with more than 34 measures.	Training, employment, health, education, combating discrimination.
Integration Centres (Vilnius, Kaunas, Klaipėda)	Third countries	In-person access to integration centres.	Language courses, counselling, civic orientation, social and legal support.

<a href="#">Startup Visa</a>	Non-European innovative entrepreneurs	Application based on a project approved by a committee.	Residence permit for up to 5 years to establish a startup.
<a href="#">Innovation Agency Lithuania.</a>	Both (especially entrepreneurs)	Through the public innovation agency.	Advice, training, seminars and support for business creation.
<a href="#">AMIF / ESF+ programmes</a>	Both, especially third countries	Through projects co-financed by the government and NGOs.	Training, career guidance, mentoring, social integration.
Integration of asylum seekers	Refugees	In reception centres and municipalities.	Accommodation, health, training, financial benefits, career guidance, mentoring.

#### Local resources and employment plans **Kaunas region (Lithuania)**

Category	Resource / Programme	What it offers	Eligibility	Category
Migration Information Centre	<a href="#">MiCenter – IOM Lithuania</a>	Employment advice, guidance on the labour market and retraining opportunities for migrants.	Permanent, in person in Kaunas	Open to migrants; free of charge.
Public Employment Service	<a href="#">Lithuanian Employment Service – Užimtumo tarnyba</a>	Job search assistance, free database, support in finding work.	Permanent, online and in person	Open to all, free of charge.
Migration and Work Permits	<a href="#">Migration Department in Kaunas</a>	Management of work permits and visas through the MIGRIS e-services system; office at A. Juozapavičiaus Ave. 57.	By appointment only	Migrants applying for employment or residence permits.
Temporary seasonal work	<a href="#">EU portal – Seasonal</a>	Information on seasonal work	Temporary (up to 6 months)	Have an employer who

	<a href="#"><u>worker in Lithuania</u></a>	permits (up to 6 months), Schengen visas and procedures.		notifies the vacancy and submits an application.
Social support and basic employment	<a href="#"><u>Kaunas Red Cross</u></a>	Legal, psychological, linguistic and employment advice; guidance, training and assistance with integration.	In person, Monday–Friday, 9:00 a.m.–7:00 p.m.	Open to migrants and refugees.
Multidisciplinary integration network	<a href="#"><u>RISE Lithuania – Service Map</u></a>	Service map for integration: language training, employment, housing, social networks.	Permanent, online	Public access.
Financial incentive for qualified individuals	<a href="#"><u>Arrival Allowance – Lithuania</u></a>	Subsidy of €4,255 for highly qualified professionals who meet residency and employment criteria in strategic sectors.	One-off payment upon recruitment	Minimum residence of 185 days and employment in the required sector.
University counselling	<a href="#"><u>VMU Career Centre – Kaunas</u></a>	Career consulting, internships, volunteering, employment advice for EU and non-EU students.	During university studies	Students enrolled at VMU.

## ONLINE JOB SEARCH. THE MAIN WEBSITES AND PLATFORMS:

Some of the advantages of the internet when looking for a job are:

- It is a source of information without barriers. You have the world at your fingertips; you can search for work in your city, your province, your country or the rest of the world.
- There are no time restrictions. You can search 24 hours a day, all year round.
- In a very short time, you can send your CV to a large number of companies.
- There are websites that offer you the possibility of receiving job offers that best suit your professional profile directly in your email or even on your mobile phone.



Some of the best-known job portals in Spain, Lithuania and Italy are:



**SPAIN**

Portal	URL	Specialisation / Notes
InfoJobs	<a href="https://www.infojobs.net/">https://www.infojobs.net/</a>	General; many sectors and regions.
Empléate (SEPE)	<a href="https://www.empleate.gob.es/empleo/">https://www.empleate.gob.es/empleo/</a>	Public employment portal.
Indeed Spain	<a href="https://es.indeed.com/">https://es.indeed.com/</a>	Aggregator of many job offers.
LinkedIn	<a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a>	Professional employment, international profile.
Infoempleo	<a href="https://www.infoempleo.com/">https://www.infoempleo.com/</a>	General, widely used in the provinces.
Monster Spain	<a href="https://www.monster.es/">https://www.monster.es/</a>	Qualified and international job offers.
Tecnoempleo	<a href="https://www.tecnoempleo.com/">https://www.tecnoempleo.com/</a>	Specialising in technology and IT.
Jobandtalent	<a href="https://www.jobandtalent.com/">https://www.jobandtalent.com/</a>	Temporary employment, rapid recruitment.
Job Today	<a href="https://jobtoday.com/es">https://jobtoday.com/es</a>	Hospitality and local services jobs.
Trovit Employment	<a href="https://es.trovit.com/trabajo/">https://es.trovit.com/trabajo/</a>	Local job aggregator.
Turijobs	<a href="https://www.turijobs.com/en">https://www.turijobs.com/en</a>	Jobs in tourism and hospitality.
Trabajos.com	<a href="https://www.trabajos.com/">https://www.trabajos.com/</a>	Generalist, many regions.
Regional portals	—	Regional public employment services.



## LITHUANIA

Portal	URL	Specialisation / Notes
CVbankas.lt	<a href="https://www.cvbankas.lt/">https://www.cvbankas.lt/</a>	Most visited portal in Lithuania.
CV-Online Lithuania	<a href="https://www.cvonline.lt/en/">https://www.cvonline.lt/en/</a>	Job offers in English, useful for foreigners.
CVMarket.lt	<a href="https://www.cvmarket.lt/">https://www.cvmarket.lt/</a>	General, various sectors.
CV.lt	<a href="https://www.cv.lt/">https://www.cv.lt/</a>	Generalist, lower volume.
UŽT / Employment Service	<a href="https://uzt.lt/en/for-jobseekers/finding-a-job-in-lithuania/247">https://uzt.lt/en/for-jobseekers/finding-a-job-in-lithuania/247</a>	Public employment service.
Work in Lithuania	<a href="https://workinlithuania.com/">https://workinlithuania.com/</a>	Portal for international workers.
Skelbiu.lt	<a href="https://www.skelbiu.lt/">https://www.skelbiu.lt/</a>	Local classifieds, including employment.
LOVEJOB	—	Regional job listings.
Scobo	—	Alternative job portals.
Start Up CV	—	Jobs in start-ups.
Voodoosales	—	Focused on sales.
Workis	—	Additional search portal.
EURES	<a href="https://ec.europa.eu/eures/">https://ec.europa.eu/eures/</a>	European mobility, jobs in the EU.



## ITALY

Portal	URL	Specialisation / Notes
Indeed Italy	<a href="https://it.indeed.com/">https://it.indeed.com/</a>	Generalist, large volume of offers.
LinkedIn Italy	<a href="https://it.linkedin.com/jobs/">https://it.linkedin.com/jobs/</a>	Professional jobs.
InfoJobs Italy	<a href="https://www.infojobs.it/">https://www.infojobs.it/</a>	Widely used portal.
Monster Italy	<a href="https://www.monster.it/">https://www.monster.it/</a>	General, medium and high level.
Jooble Italy	<a href="https://it.jooble.org/">https://it.jooble.org/</a>	Job aggregator.
ClicLavoro	<a href="https://www.cliclavoro.gov.it/">https://www.cliclavoro.gov.it/</a>	Public employment service.
Trovolavoro	<a href="https://trovolavoro.corriere.it/">https://trovolavoro.corriere.it/</a>	Corriere della Sera portal.
Adecco Italy	<a href="https://www.adecco.it/">https://www.adecco.it/</a>	Temporary and permanent employment agency.
The Local – Jobs Italy	<a href="https://www.thelocal.it/jobs">https://www.thelocal.it/jobs</a>	Jobs in English, ideal for expatriates.
LavoroTurismo.it	<a href="https://www.lavoroturismo.it/">https://www.lavoroturismo.it/</a>	Specialising in tourism.
ExpatsJobs	—	Portal aimed at expatriates.
Subito.it	<a href="https://www.subito.it/">https://www.subito.it/</a>	General classifieds, including employment.
Bakeca.it	<a href="https://www.bakeca.it/">https://www.bakeca.it/</a>	Local offers and informal jobs.
Manpower Italy	<a href="https://www.manpower.it/">https://www.manpower.it/</a>	Employment agency.
Randstad Italy	<a href="https://www.randstad.it/">https://www.randstad.it/</a>	Temporary contracts and integration programmes.

### Search engine listings, job portals:

Spain listing:

<https://www.camaraemplea.com/ficheros/Listado%20de%20portales%20de%20empleo%200.pdf>

Italy listing:

[https://www.istitutosignorelli.edu.it/new/wpcontent/uploads/2015/04/elenco\\_siti\\_ricerca\\_lavoro.pdf](https://www.istitutosignorelli.edu.it/new/wpcontent/uploads/2015/04/elenco_siti_ricerca_lavoro.pdf)

Lithuania listing:

[https://alytus.kaunokolegija.lt/wp-content/uploads/2024/02/12\\_Darbo\\_paieskos\\_portalai-2.pdf](https://alytus.kaunokolegija.lt/wp-content/uploads/2024/02/12_Darbo_paieskos_portalai-2.pdf)

### TIPS:

#### How to create job alerts and subscriptions on job portals:

1. **Select the portal** (InfoJobs, Indeed, LinkedIn).
2. **Define precise filters:**
  - Keywords (e.g. "European project technician", "community manager").
  - Location.
  - Modality (in-person, hybrid, remote).
  - Working hours (full-time, part-time, internship).
3. **Activate alerts:** the system will send you offers by email.
4. **Check your alerts daily:** apply quickly (the first 48 hours are usually key).
5. **Periodically refine your filters:** if you receive many irrelevant offers.

## Optimising your CV for ATS systems

### What is an ATS?

An *Applicant Tracking System* is software that automatically filters CVs. It analyses keywords, structure and format before a recruiter reads it.

### Tips for getting through the filter:

- Use a simple design (no complicated columns, tables or heavy graphics).
- Use standard Word or PDF format.
- Include **keywords** from the job offer: skills, software, languages, roles.
- Use standard headings ("Professional Experience," "Education") instead of creative ones.

 **Tips:** Copy the text of the job offer and create an online "word cloud" to detect the most repeated words and add them strategically to your CV.

## SOCIAL NETWORKS AND EMPLOYMENT:

### Professional Networks: what they offer you

- **Online professional profile** – create and showcase your experience.
- **Connect and expand your network** – invite colleagues and access their contacts.
- **Share and interact** – publish knowledge, participate in discussion groups.
- **Search for opportunities** – jobs, partners, investors for your project.
- **Visibility for companies** – recruiters can view your profile and obtain additional information that is not included in a traditional CV.

### Personal branding on social media

#### Checklist for cleaning up profiles:

- Delete controversial or unprofessional posts.
- Set privacy settings for personal photos.
- Ensure that your name and photo convey professionalism.

#### Build your online reputation:

- Share valuable content (news, articles, reflections on your sector).
- Participate in relevant conversations.
- Maintain consistency across networks: use the same name, style and approach.



## ↑ TOP Main professional networks

- [LinkedIn](#)

- The world's largest professional network.
- Over 380 million users in over 200 countries.
- Professionals from 170 sectors, including Fortune 500 companies.

- [Xing](#)

- Very popular in Spain, Germany and China.
- Over 15 million users.

- [Viadeo](#)

- Third largest network worldwide.
- Over 65 million users.

## 📌 Tips: Using LinkedIn strategically

### Optimise your profile:

- Professional and recent photo.
- Clear headline focused on your goal ("Sustainability Project Manager," not just "Unemployed").
- Brief summary (3-5 lines) that highlights your value.
- Complete experience and training, with quantifiable achievements.



- Skills and recommendations from contacts.

### Participate and publish content:

- Join **professional groups** related to your sector.
- Comment on posts of interest, share articles and success stories.
- Post updates about your projects, learnings, or achievements.
- Maintain constant activity (at least 1-2 interactions per week).

How to use LinkedIn to find a job

LinkedIn Profile Optimization for Job Seekers in 2025:

<https://youtu.be/K6uO-52UHTw?feature=shared>

5 MUST-KNOW LinkedIn Profile Tips for Job Seekers!

<https://youtu.be/L0t1leXEpVc?feature=shared>



## NETWORKING AND PERSONAL BRANDING

### 👉 Networking strategies

- **Direct contacts:** former colleagues, teachers, course mates.
- **Indirect contacts:** people you can reach through others (2nd or 3rd level).
- **How to introduce yourself:**
  - Prepare an elevator pitch (30-60 seconds) about who you are, what you are looking for and what you have to offer.
  - Be specific: "I am looking for opportunities as a European project technician, especially in the environmental field".
- **How to ask for recommendations:**
  - Do it in a personalised way.
  - Briefly explain the context and why it would be useful to you.



## EVENTS AND JOB FAIRS

### Preparation before the event:

- Research the companies participating.
- Prepare printed CVs and a digital version on your mobile phone.
- Rehearse your personal presentation.

### During the event:

- Greet people professionally and maintain eye contact.
- Ask specific questions about vacancies or selection processes.
- Collect contact cards or links to forms.

### After the event:

- Send a brief email or LinkedIn message thanking them for their time and reminding them who you are.
- Record the interaction in your follow-up Excel spreadsheet.





## RESOURCES FOR PREPARING FOR INTERVIEWS:

### THE JOB INTERVIEW

- The job interview is a dialogue between the interviewer and the candidate to assess the candidate's suitability for the position offered.
- Verbal and non-verbal communication (gestures, posture, tone of voice) are important.
- It can be individual or group-based.

#### Types of interview

- **Direct/Guided:** specific questions, questionnaire.
- **Open/Unstructured:** few questions, more general ("Tell me about yourself").
- **Mixed:** combination of both.
- **Competency-based:** seeks real examples from your work or personal experience (e.g. difficult customer).

#### Stages of the Interview

1. **Welcome:** greeting and brief chat.
2. **Informative:** the company explains the position.
3. **Data collection:** education, experience, achievements.
4. **Closing:** candidate can ask questions and clarify doubts.

## ✓ Key Tips

### Before the interview

1. **Research the company:** Learn about the company's history, mission, values, products or services.
2. **Review the job description:** Ensure you understand the responsibilities and requirements of the position. Reflect on how your experience and skills fit the role.
3. **Prepare Your Answers:** Practise answers to common questions such as "Tell me about yourself," "What are your strengths and weaknesses?" and "Why are you interested in this position?" Use the STAR technique (Situation, Task, Action, Result) to structure your answers to behavioural questions.
4. **Prepare Questions for the Interviewer:** Ask about the expectations of the position, opportunities for growth, and the company culture. Show genuine interest and curiosity about the role and the organisation.
5. **Required Documents:** Bring several copies of your CV, a list of references, and any other relevant documentation (portfolio, certifications).
6. **Appropriate Attire:** Choose professional attire that is appropriate for the company culture. It is better to err on the side of being too formal than too informal.

### During the interview

1. **Be Punctual:** Arrive at least 10-15 minutes before the scheduled time.
2. **Body Language:** Maintain good posture, make eye contact, and smile. Give a firm handshake if appropriate.
3. **Clear Communication:** Speak clearly and confidently. Listen carefully to questions before answering.
4. **Be Honest and Authentic:** Be yourself and showcase your true abilities and achievements. Do not try to exaggerate or misrepresent information.

5. **Show Enthusiasm:** Demonstrate interest and passion for the position and the company. Express how you can contribute positively to the organisation.

### After the interview

1. **Thank you:** Send a thank you email to the interviewer within 24 hours of the interview. Thank them for the opportunity and reiterate your interest in the position.
2. **Reflect on the Interview:** Analyse how the interview went, which questions you found most difficult, and how you could improve in future interviews.
3. **Follow up:** If you do not receive a response within the indicated time frame, consider following up politely to show your continued interest.

 **TIPS : Response techniques and common questions:**

### Positive Rephrasing (turn negatives into opportunities)

Situation	Positive response
Lack of experience	"I am highly adaptable and motivated to learn."
Time spent unemployed	"I took advantage of this time to train and retrain professionally."
Academic failure	"It was a decision to work, which helped me grow professionally."
Nervousness	"I get nervous because the job is important to me and I want to do well."

### ★ STAR method (for responding well)

- S: Situation → context of the challenge.
- T: Task → your responsibility.
- A: Action → what you did.
- R: Result → impact and learning.

### ? Frequently Asked Questions from the Interviewer

- Tell me about yourself and summarise your experience
- What are your strengths and weaknesses?
- What can you offer us that others cannot?
- What is your greatest professional achievement?
- What did you like least about your previous job?
- Why did you leave your last job?
- Why are you interested in this company?
- What do you know about the company?
- Why should we hire you?
- What interests you most about the job we are offering?
- Where do you see yourself in five years?
- Why are you looking for a job?
- What other offers are you considering?

### Questions you can ask

- "What is the team you would be working with like?"
  - What are the daily responsibilities of the position?
  - How is the work team structured?
  - "What opportunities for growth does the company offer?"
  - "What are the next steps in the process?"
- 

### Verbal and Non-Verbal Communication

- Maintain eye contact and smile naturally.
  - Be mindful of your tone of voice and avoid filler words.
  - Maintain an open and professional posture.
  - Listen actively, do not interrupt.
- 

### Brief Script for Simulation

1. Introduction (name and motivation).
2. Relevant professional experience.
3. Example of problem solving (use STAR).
4. Explain a weakness in a constructive manner.
5. Ask the interviewer a question.
6. Thank them and say goodbye politely.



### Some interview videos:

Stand Out in a Job Interview

<https://www.youtube.com/watch?v=ZU9x1vFx5II>

Interviewing Videos

<https://www.youtube.com/playlist?list=PLy4An6iii5cmLQ7q9PXw9fK4qicBwDA7w>

Top 10 Answers to Interview Questions

<https://youtu.be/grorhKeNklw?feature=shared>

Watch this BEFORE Your Job Interview:

<https://youtu.be/DzbFBgGUGdU?feature=shared>

Top 10 Interview Questions and QUICK Answers:

<https://youtu.be/03lUEpWg8OM?feature=shared>

# GUIDANCE ON EMPLOYMENT RIGHTS AND CONTRACTS: EMPLOYMENT RIGHTS IN CONSORTIUM COUNTRIES AND GUIDANCE ON INTERPRETING EMPLOYMENT CONTRACTS

You can visit: [https://home-affairs.ec.europa.eu/policies/migration-and-asylum/eu-immigration-portal\\_en](https://home-affairs.ec.europa.eu/policies/migration-and-asylum/eu-immigration-portal_en)



## GUIDANCE ON LABOUR RIGHTS AND CONTRACTS IN SPAIN

Spanish labour law, or labour and social security law, is the branch of Spanish law that regulates relations between employers and employees, as well as the activities of trade unions and the actions of the state, particularly in relation to social security in Spain.

### 1. Fundamental Regulatory Framework



These are the most important laws and regulations governing employment in Spain. Knowing them will help you understand your rights.

REGULATION	WHAT IT REGULATES / WHAT IT CONTRIBUTES
<b><u>Workers' Statute</u></b>	This is the main law governing employment: contracts, working hours, breaks, dismissals, and the obligations of employees and employers.
<b><u>Collective Agreements</u></b>	Agreements between trade unions and companies that adapt working conditions by sector or region, improving more specific aspects.
<b>Occupational Risk Prevention Act</b>	Requires a safe workplace, safety training, risk assessment and preventive measures.
<b>General Social Security Law</b>	Rules on contributions, benefits (retirement, unemployment, disability, illness, etc.).
<b>Royal Decree-Law on urgent labour measures</b>	Specific changes and reforms that are applied for rapid adjustment in social or economic situations.

## 2. Basic Rights for Workers

These are rights that everyone has, even migrants, as long as they are in a legally recognised employment relationship.

- Equality and non-discrimination on the basis of origin, sex, religion, etc.
- Right to safe working conditions and occupational health.
- Remuneration that complies with the Minimum Interprofessional Salary (SMI) and is in line with the sector's collective agreement.
- Right to collective bargaining (through trade unions) if organised by workers.

- Family reconciliation rights: maternity/paternity leave, reduced working hours when necessary.



### 3. Types of contracts: what they are and what they entail

It is important to know what type of contract you have, because it greatly affects what you can demand or what can be demanded of you.

<b>Contract</b>	<b>When it is used / what it is for</b>	<b>What you should check / what rights it gives you</b>
<b>Permanent</b>	For long-term employment with no end date. Offers greater stability.	Ensure there is no end date and that the salary, hours and duties are clearly defined. More comprehensive rights in the event of dismissal.
<b>Temporary</b>	For jobs of limited duration: substitutions, specific production peaks, specific projects.	The start and end dates must be specified. Cannot be used indefinitely. If certain limits are exceeded, it may be considered indefinite.
<b>Part-time</b>	Fewer than full working hours, may be indefinite or temporary.	Proportional salary and benefits. If there is overtime/additional hours, these must be agreed upon.
<b>Training and apprenticeships</b>	Young people (16-25) who want to combine work with training.	There is a theoretical part + a practical part. Proportional salary. Short-term programme.
<b>Internship contract</b>	For graduates who want practical experience in their field.	Recent graduate, limited duration (between 6 months and 2 years), salary between a percentage of the collective agreement (e.g. 60-75%) depending on the type of position.

<p><b>Permanent seasonal contract</b></p>	<p>Seasonal or intermittent sectors (e.g. tourism, agriculture) where work is only available at certain times of the year.</p>	<p>There is a continuous employment relationship. Accumulated seniority. Rights similar to those of a permanent contract where applicable.</p>
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#### 4. What your contract should include and key questions

When you are given a contract, review it. If anything is unclear, ask for clarification or advice.

- Employee and employer details (name, address, tax identification number if applicable)
- Type of contract: what kind it is (permanent, temporary, training, etc.)
- Duration (if temporary), start date and, if applicable, end date
- Working hours: how many hours per day, per week, shifts, breaks between shifts
- Salary: how much you will be paid, when bonus payments are made, whether there are any supplements (e.g. night shift, weekends, productivity)
- Applicable collective agreement (name, sector, location)
- Probationary period, if any, how long it lasts
- Special clauses: mobility, confidentiality, overtime, possibility of extension

#### Useful questions to ask:

- Have all my duties been explained to me?
- Are the hours fixed or do they change every week?
- How will I be paid (monthly, pro-rated)?
- What are my days off?



- What happens if I become ill, have an accident, or need to take time off for something important?

## 5. Special Regulations for Migrants

### EU/EEA/Swiss citizens

You can work in Spain without a work permit.

If their stay exceeds 3 months, they must register with the **Central Register of Foreigners** and obtain the **Certificate of Registration as a Citizen of the Union**.

### Citizens of non-EU countries

To work legally in Spain, they need:

**Residence and work permit:** requested by the employer before hiring.

**NIE (Foreign Identification Number):** mandatory for working, opening a bank account and paying social security contributions.

**Visa work contract:** must be attached to the authorisation application.

Special situations:

**Social/work ties:** allows you to regularise your situation if you meet the requirements.

**Asylum seekers:** may work if their case has been pending for more than 6 months.

**Foreign students:** they can work without any limit on hours if the activity is compatible with their studies.

### Seasonal work

There are specific authorisations for agricultural work, hospitality and other seasonal work.

The employer must guarantee decent accommodation conditions.

## Protection and complaints

Employers who hire without authorisation are committing a serious offence.

Undocumented workers can claim unpaid wages from the Labour Inspectorate.

NGOs and trade unions can offer free advice and mediation.

## 6. Occupational Health, Safety and Security

Employers must:

- Assess occupational risks and implement measures to prevent or reduce them.
- Provide safety training and information.
- Provide the necessary protective equipment if the risks so require.
- Ensure that the workplace meets minimum standards for hygiene, lighting, ventilation, etc.

## 7. Resources and what to do if your rights are not respected

If there is a problem, these are the entities/resources you can turn to:

- Labour and Social Security Inspectorate: to report breaches.
- Trade unions ([CCOO](#), [UGT](#)) and migrant support organisations: they usually offer free advice.
- NGOs/migrant associations: legal aid, mediation, guidance: (<https://www.cear.es> - <https://www.accem.es> - <https://www2.cruzroja.es>)
- State Public Employment Services (SEPE): information on employment, benefits, rights.
- Specialised employment advice / solicitors: if the issue is complex (e.g. unfair dismissal, contract problems).

INTERESTING LINKS ON LABOUR LEGISLATION AND CONTRACTS IN SPAIN (links in Spanish):

<https://minyanabeltran.com/aspectos-claves-de-la-legislacion-laboral-en-espana/>

<https://www.youtube.com/shorts/xFghzMLB9kU> (10

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## LABOUR RIGHTS AND CONTRACTS IN LITHUANIA

### 1. Fundamental Regulatory Framework

These are the key laws and regulations governing employment in Lithuania:

- **Labour Code of the Republic of Lithuania** (Darbo kodeksas) — regulates individual and collective labour relations, working conditions, contracts, termination, health and safety, workers' rights, etc. [socmin.lrv.lt vdi.lrv.lt](https://www.socmin.lrv.lt/vdi.lrv.lt) [Antislavery in Domestic Legislation](#)
- **Law on Employment of the Population** — regulates issues of employment, choice of occupation, and the rights of citizens and foreigners with regard to employment. [NatLex](#)
- **Safety and Health at Work legislation** — requires safe conditions, training, the right to refuse work in case of risk, and compensation in case of injury. [socmin.lrv.lt](https://www.socmin.lrv.lt)
- **Law on the Legal Status of Foreigners** — regulates residence permits, work permits for non-EU citizens, specific conditions for migrants. [Migration and Home Affairs](#)

## 2. Basic Rights for Workers

These rights apply to both nationals and migrants (when they have legal work/residence permits):

- Right to **equal treatment and non-discrimination** on the basis of gender, ethnicity, nationality or other status. [CXC International Labour Organization](#)
- Right to safe and healthy working conditions. [socmin.lrv.lt](#)
- Right to minimum wage and adequate remuneration (including overtime, night work, public holidays) where applicable. [vdi.lrv.lt](#)
- Paid holidays: at least **20 working days per year** as stipulated by law. [CXC](#)
- Right to a written contract. [EURES \(EUROpean Employment Services\)](#)
- Probationary period: cannot exceed **3 months** in most cases, must be included in the contract. [CXC](#)

## 3. Types of Contracts (and Specific Features)



These are the most common types of contracts and what they entail:

Type of Contract	When it is used / what it is for	What you should review / rights it gives
<b>Permanent contract</b>	For work with no fixed end date.	Ensure there is no end date, that working hours, salary and duties are clear; greater protection against dismissal.
<b>Fixed-term contract (temporary contract)</b>	For jobs of limited duration, replacements, specific tasks.	The duration must be specified; conditions must be similar to those of a permanent contract in terms of proportionality, etc.

<b>Seasonal contract</b>	For seasonal work (agriculture, tourism, etc.). <a href="http://vdi.lrv.lt">vdi.lrv.lt</a>	The maximum duration of a seasonal work permit for non-EU nationals is <b>6 months in any 12-month period.</b> <a href="http://vdi.lrv.lt">vdi.lrv.lt</a>
<b>Contract with probationary period</b>	Whenever the employer wishes to assess competence and suitability.	Maximum 3 months; must be specified in the contract. <a href="#">CXC</a>

#### 4. What your contract should include and key questions

Some clauses and terms that your contract should have, and questions you should ask:

- Full details of the employer and the employee.
- Job description/duties, place of work.
- Working hours: daily/weekly hours, shifts, minimum breaks.
- Gross salary, when it is paid, whether there are any supplements (night work, weekends, public holidays).
- Paid annual leave; how it is calculated.
- Probationary period (if applicable).
- Contract duration if temporary.
- Contract termination procedure: notice, compensation if applicable.

#### Useful questions:

- What are the exact working hours, including breaks and public holidays?
- How will I be paid and how often?
- If I fall ill, what protection do I have?
- Do I have the necessary work/residence permits for this contract?



## 5. Migrants/Foreigners: Special Regulations

For people from outside the EU/non-EU nationals:

- You need a temporary residence permit and a work permit to work legally in Lithuania. [Migration and Home Affairs EURES \(EUropean Employment Services\)](#)
- If the employment is seasonal, a seasonal work permit is granted for up to **6 months within a 12-month period**. [vdi.lrv.lt](#)
- After working for a period of time, there are rules for changing employers, renewing permits, etc. Recent changes have tightened employment-based residence rules for third-country nationals. [Newland Chase](#)

## 6. Worker obligations

In addition to rights, here are some important obligations:

- Comply with the tasks, schedules, and obligations agreed upon in the contract.
- Respect occupational health and safety rules. Do not work in dangerous conditions if you have not been trained or provided with the necessary equipment. [socmin.lrv.lt](#)
- Keep permits/documentation up to date. If you change your residence or legal status, inform the relevant authorities.
- Comply with internal company rules.

## 7. How to terminate contracts / Protection against dismissal

- There are different reasons and procedures: dismissal for just cause, without cause, mutual agreement, etc. [Klauberg Antislavery in Domestic Legislation](#)
- The legal notice/notification period must be respected if the contract is terminated.

- In the event of non-compliance by the employer, you can refer the matter to labour dispute commissions or the Labour Inspectorate. [vdi.lrv.lt](http://vdi.lrv.lt) [EURES \(EUROpean Employment Services\)](#)

## 8. Helpful Resources and Useful Links in Lithuania (in Lithuanian/English)

Here are some links that may be useful for consulting regulations, official services and guidance for foreigners:

- State Labour Inspectorate (Valstybinė darbo inspekcija) — to report breaches of working conditions. [vdi.lrv.lt](http://vdi.lrv.lt)
- Public Employment Service — Užimtumo tarnyba. Official website with information for workers and employers. [EURES \(EUROpean Employment Services\)](#)
- Migration Department — Migracija.lt — for issues relating to residence/work permits. [Migration and Home Affairs](#)
- Regulation of seasonal employment of foreign nationals — official website explaining rights, permit duration, etc. [vdi.lrv.lt](http://vdi.lrv.lt)
- ILO — “National Labour Law Profile: Lithuania” — comprehensive profile of labour laws. [International Labour Organization](#)



## GUIDANCE ON LABOUR RIGHTS AND CONTRACTS IN ITALY

### 1. Fundamental Regulatory Framework

The main laws and regulations governing employment in Italy:

Regulation	What it regulates
<b>Civil Code (Art. 2094 et seq.)</b>	Defines subordinate work and the obligations of the worker and employer.
<b>Statuto dei Lavoratori (Law 300/1970)</b>	Protects workers' freedom and dignity, trade union activity and non-discrimination.
<b>Legislative Decree 81/2015</b>	Regulates the different types of contract: permanent, fixed-term, part-time, apprenticeship, intermittent work, temporary work through agencies.
<b>Consolidated Law on Immigration (Legislative Decree 286/1998)</b>	Regulates the entry and stay of non-EU citizens, work permits and residence permits.
<b>Legislative Decree 81/2008 (Consolidated Safety Act)</b>	Guarantees health and safety at work: training, risk assessment and preventive measures.
<b>Italian Constitution (arts. 35-36)</b>	Recognises the right to fair wages, rest and paid holidays.

### 2. Basic Labour Rights in Italy

Rights that apply to all workers, including migrants with work permits:

- **Equality and non-discrimination:** on the basis of sex, religion, origin, nationality or other conditions.
- **Fair and proportional wages:** must guarantee a decent standard of living.
- **Maximum working hours:** 40 hours per week (except as provided for in the collective agreement).

- **Breaks:** minimum 11 hours between shifts and 24 hours of weekly rest.
- **Paid holidays:** at least 4 weeks per year.
- **Protection against unfair dismissal:** dismissal must be justified and follow a procedure.
- **Health and safety:** the right to training in risk prevention and a safe working environment.
- **Freedom of association:** right to join a trade union and participate in collective bargaining.
- **Family leave:** maternity/paternity leave and other leave provided for by law or collective agreement.

### 3. Types of employment contracts in Italy



Type of contract	When it is used	What you should check
<b>Permanent (tempo indeterminato)</b>	Stable employment with no end date.	Position, salary, working hours, applicable collective bargaining agreement (CCNL).
<b>Temporary (tempo determinato)</b>	For temporary needs, substitutions or projects.	Start and end date, reason for contract, number of renewals.
<b>Part-time</b>	Less than 40 hours per week, can be fixed or variable.	Hours and distribution (daily, weekly). Proportional rights.
<b>Apprenticeship</b>	For young people combining training and employment.	Duration, training hours, salary and assigned mentor.
<b>Intermittent work (lavoro a chiamata)</b>	You only work when the employer calls you.	Availability clause, minimum hours, advance notice.
<b>Temporary work (somministrazione)</b>	Through a temporary employment agency.	You must have the same conditions as the company's direct staff.

#### 4. Key points for reading and interpreting your contract

Check that the contract includes:

- Identification of the company and the employee.
- Type of contract (permanent, temporary, etc.) and duration, if applicable.
- Description of the position, workplace and duties.
- Weekly working hours, shifts and breaks.
- Gross salary, extra payments, supplements and when they are paid.
- Applicable national collective agreement (CCNL).
- Probationary period (maximum established in the CCNL).
- Special clauses (mobility, relocation, overtime).

#### Useful questions:

- Does my position match what I will be doing?
- How long is the probationary period?
- Am I entitled to overtime and how is it paid?
- What happens if I fall ill or need time off?
- What is my notice period in the event of resignation or dismissal?



#### 5. Migrants and Work Permits

- EU citizens can work in Italy without a work permit, but must register if their stay exceeds 3 months.
- Non-EU nationals need a **residence permit with work authorisation** (permesso di soggiorno per lavoro).

- The employer must apply for authorisation at the **Sportello Unico per l'Immigrazione** before formalising the contract.
- There are specific permits for seasonal work and special cases (Art. 27 of the Consolidated Immigration Act).

## 6. Worker obligations

- Comply with the schedule, assigned duties and internal regulations.
- Respect safety regulations and use protective equipment if necessary.
- Keep the residence permit up to date and report any changes in circumstances.
- Notify in case of illness or justified absence.

## 7. Termination of Contract and Protection against Dismissal

- Dismissal must be **justified** (disciplinary or economic) and comply with the **notice period** specified in the contract or collective agreement.
- If the dismissal is unjustified, you can file a claim within 60 days with the labour court (Tribunale del Lavoro).
- You are entitled to compensation if the dismissal is unfair.

## 8. Useful Resources and Links in Italy

- **Ministero del Lavoro e delle Politiche Sociali**: official information on contracts and labour regulations → [lavoro.gov.it](http://lavoro.gov.it)
- **ClicLavoro**: job portal and information on contracts → [cliclavoro.gov.it](http://cliclavoro.gov.it)
- **Integrazione Migranti**: official information on residence and work permits → [integrazioneimmigranti.gov.it](http://integrazioneimmigranti.gov.it)

- **INPS (National Social Security Institute):** unemployment, sickness and pension benefits → [inps.it](https://www.inps.it)
- **Trade unions (CGIL, CISL, UIL):** free advice on contracts and rights.



## CONCLUSION:

Integration into the European labour market can be a complex process, especially for migrants who have to adapt to new rules, languages and cultural contexts. With this toolkit, we want **to reduce these barriers** and facilitate fairer and safer access to employment by providing clear information on rights, contracts and support resources.

Our goal is not only to impart knowledge, but also **to foster** each person's **autonomy and confidence** to make informed decisions, demand decent working conditions and build a stable life in their country of residence.

The **EURO-OPP** project, co-funded by the **European Union**, reinforces the partner organisations' commitment to social inclusion and equal opportunities. We hope that this guide will become a reference tool for professionals, social organisations and, above all, for those seeking a better future through work.

**Knowledge is power:** using this information can be the first step towards secure, legal employment that is in line with your rights