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STARACHOWICE
NAPĘDZAMY ROZWÓJ

April 9, 2024

Economic module

Guide for Foreigners: How to Succeed in the Job Market in Poland

If you do not yet have a sufficient command of the Polish language, you should start by taking Polish language courses. You can find information about planned courses at the Municipal Office in Starachowice and on the website of the Centre for Polish Culture and Polish Language at the Jan Kochanowski University in Kielce.

Step 1: Make use of the free assistance provided by employment offices

Foreigners have the opportunity to benefit from free assistance in job search, which is provided by district and provincial employment offices in Poland. To receive support, you can visit the employment office in person or contact the Green Line by phone at: 22 19524. The call charge is determined according to the caller's operator tariff.

You can consult with a customer advisor without the need for registration at the employment office. After a thorough understanding of your situation (qualifications, experience, etc.), the advisor will be able to provide further assistance.

You will also learn about other foundations and institutions that can help you in your job search at the Employment Office.

Additionally, you can use the Central Job Offers Database: <http://oferty.praca.gov.pl>, where you can also benefit from customer advisor assistance.

You can find job offers in Poland on specialized portals such as Rocketjobs.pl, Jobs.pl, and Pracuj.pl.

Additional Support at the Employment Office

At the employment office, you can receive assistance in preparing and writing your CV and cover letter, which are crucial in the recruitment process. You can also take advantage of advice on how to conduct yourself during job interviews, which will help you present yourself in the best possible way

The Starachowice District Employment Office is open from 7:30 AM to 3:30 PM.

Step 2: Check the requirements for legal employment

Before beginning your job search in Poland, make sure you meet all the requirements for legal employment. For foreigners, there are several important aspects to consider, namely:

1. **Legal employment for a foreigner requires the appropriate document authorizing them to work in the country and the entry in the employment declaration registry.** One must have a work permit and a seasonal work permit. Starting in 2022, regulations have made it easier to employ foreigners, allowing the registration of declarations for longer periods, up to 24 months. There is no need to wait for the registration of additional declarations; this can be done immediately after the expiration of the previous document. It is essential for the district employment office to record the declaration details. The employer must also sign an agreement with the foreigner in a language they understand as well as copy and keep their residence documents. The employer is obliged to conclude the appropriate agreement with the foreigner. Foreigners must apply for a residence permit, which allows them to work legally in Poland.
2. **Have a valid passport**
Make sure your passport is valid and has a sufficient length of validity for the period you plan to stay and work in Poland.
3. **Obtain a PESEL number**
PESEL (Universal Electronic System for Registration of the Population) is an identification number given to Polish citizens. In some cases, such as applying for a work permit, having a PESEL number may be required. Contact the Civil Registry Office for more information on this matter.
4. **Check the Requirements**

Ensure that you have the necessary qualifications and skills required for the job you are applying for. In some cases, especially when pursuing regulated professions, having the appropriate certificates or licenses may be necessary.

Step 3: Search for Job Offers and Apply

After confirming that you meet the requirements for legal employment, you can start searching for job offers. Here are a few ways you can find job offers in Poland:

1. Temporary Employment Agencies

Contact temporary employment agencies specializing in recruiting foreign workers. You can register with them and use their services to find suitable job offers.

2. Networking

Utilize your existing connections or build new ones using social platforms such as LinkedIn, Facebook, or Twitter. You can join groups and communities related to employment and look for information on available job offers or request recommendations from potential employers.

3. Internet

Use popular Polish job listing websites like Pracuj.pl, Jobs.pl, or GoldenLine. You can browse available offers by location, industry, and requirements.

When you find an interesting job offer, prepare a professional CV and a customized job application tailored to the position's requirements. Ensure that all documents are complete and carefully prepared.

Step 4: Prepare for the Job Interview

Get ready for the initial interview by familiarizing yourself with information about the company. Think about your strengths and prepare responses to questions that may arise during the interview. This will increase your chances of success.

[The following step applies only to individuals who have not yet arrived in Poland]

Step 5: Arrange Departure Formalities

If you are hired, you will need to complete certain formalities related to your departure to Poland. Here are a few things to keep in mind:

1. Visa and Work Permit

Depending on your situation, obtaining a visa may be necessary for your travel to Poland. If you have received a work permit, make sure to have it with you during your journey.

2. Accommodation

Arrange accommodation for the duration of your stay in Poland. You can search for rental housing or use accommodation provided by your employer if available.

3. Health Insurance

Ensure you have adequate health insurance that will be valid during your stay in Poland. Consult with your insurer for specific information regarding insurance for foreigners.

4. Transportation

Organize your travel to Poland and remember to have all necessary documents, such as your passport, visa, and work permit.

5. Other Formalities

Before departing, check if there are any other formalities you need to address, such as registering with the local authorities or obtaining a tax identification number. Consult with the relevant institutions to ensure you meet all legal requirements related to employment and residence in Poland.

Step 6: Begin a New Job and Adapt to the Environment

Upon arriving in Poland and starting your new job, do everything in your power to adapt to the new environment. Familiarize yourself with the company's procedures and rules, build relationships with your colleagues, and actively participate in the projects or tasks assigned to you.

Be open to new experiences and the cultural diversity that may exist in the workplace. Enjoy the opportunity to meet new people, places, and cultures both at work and beyond.

Step 7: Continue Professional Development

Don't forget to continue your professional development even after starting work in Poland. Remember that learning and growth are essential for long-term professional success.

Look for opportunities to participate in training, workshops, or conferences related to your field. You can also consider acquiring additional qualifications or degrees from Polish universities or educational institutions. Don't overlook the free training sessions organized by the Employment Office.

Continuously improving your skills will make you more competitive in the job market and open up new opportunities for career advancement.

Additionally, you can seek legal advice provided by attorneys from the District Chamber of Legal Advisors in Starachowice. Details can be found at: <https://www.powiat.starachowice.pl/?pid=70> <https://www.oirpkielce.pl/dopomoga-gromadjanam-ukrajini/-/pomoc-dla-obywateli-ukrainy>

Conclusion

In conclusion, finding a job in Poland as a foreigner can be challenging, but it is entirely achievable. Remember to plan appropriately, utilize available tools and contacts, actively seek job offers, and prepare for interviews. Be prepared for the formalities related to your departure and strive to adapt to the new



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