## EMPLOYMENT

### Who can work in Spain?

Foreign citizens wishing to engage in gainful or professional activity or employment, must meet the following requirements:

- Being over the age of 16, except for self-employment, in which case it is necessary to be over 18.

- Obtaining the corresponding prior authorization to reside and work in Spain. This authorization must be requested by the employer offering the labour contract.
- Obtaining a visa once the residence and work authorization has been issued.

### What must a foreign worker do when arriving in Spain?

After arriving in Spain, foreign workers must:

- Register in the corresponding Social Security scheme.

- Apply for a foreigner identity card.

Citizens of the European Union and their family members, provided that the latter travel with or meet said citizens, are subject to a specific legal system based on the rights recognized in the Treaties.

You can check all the information in this link:

http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Trabajar.aspx

### Spanish work visas and residence permits

Citizens of EU and European Economic Area (EEA – EU plus Iceland, Liechtenstein, and Norway) member states and Switzerland can come to Spain and work freely, without the need for a work permit. Everyone outside the EU/EEA states and Switzerland will need a residence visa, as well as a valid Spanish work permit. Read more about work visa requirements in our guide to Spanish work permits.
You will also need to get your NIE number from a police station with a foreigner's department, plus register with the national tax office *Agencic Tributaria* on your arrival to pay Spanish taxes.

If you are going to be an employee, the employer will apply for the work permit through the *Dirección Provincial de Trabajo, Seguridad Social y Asuntos Sociales*. Once the work permit has been granted then you can apply for a residence Spanish visa to come to Spain for work.

If you are going to be self-employed, then you must apply for a work permit yourself at the Spanish consulate in your home country. Read more about starting a business or self-employment and freelancing in Spain.

### Languages

If you don't speak Spanish, besides working for a multinational company, jobs in Spain for English speakers include tourism, real estate, teaching English and services aimed at expats. For other types of employment, you will usually need to speak Spanish. There are numerous language schools in Spain where you can brush up your skills.

### Qualifications and references

Make sure your professional qualifications are recognised in Spain by contacting the Ministry for Education and Culture and Sports; see the requirements for verifying regulated professions.

You can find out whether your profession is regulated in Spain (ie. needs specific qualifications for you to be able to practise it), by checking on the European Commission's database.

You'll also need to get any professional references translated into Spanish – don't forget to bring them with you when you move. Consider getting a Europass, which puts your personal details, qualifications and skills into a standard format.

## How to find jobs in Spain

### Expatica jobs

First check out Expatica jobs. You'll find a constantly changing selection of jobs in Spain for foreigners in a range of different sectors, both English-speaking and multi-language.

### EURES

If you're from the EU, EEA or Switzerland, you can search for jobs in Spain on the EURES (European Employment Services) website. EURES is a job portal network maintained by the European Commission which is designed to facilitate free movement within the European Economic Area. As well as searching for work, you can post CV's and get advice on the legal and administrative issues involved in working in Spain, or any other country in the EU/EEA or Switzerland.

### Public Employment Services

The Public State Employment Service (*Servicio Público de Empleo Estatal*) or SEPE has information on vacancies, training courses and advice on job seeking. You can also search jobs at Empleate, a government job portal.

The Autonomous Communities (different regions in Spain) also have employment offices nationwide – look in the phone directory or on SEPE website for local addresses. You can also check *Sistema Nacional de Empleo* for local employment offices and job vacancies.

### Job websites in Spain

There are many job websites for finding work in Spain, including specialised sites for certain professions.

Jobs in Spain for graduates:

- Eurograduate – the European Graduate Career Guide: search multinational companies for graduate opportunities.
- iAgora.com
- Primer Empleo

Spanish-language:

- Bolsadetrabajo
- Expansión y Empleo: employment news as well as jobs
- Infoempleo.com
- InfoJobs
- Oficina Empleo
- beBee
- Monster
- Busco Jobs
- Indeed

Jobs in Spain for English speakers:

- Expatica jobs
- The Guardian
- The Local
- ThinkSpain

Specialist/professional employment:

- Ambient recruitment: multilingual professionals
- Approach People Recruitment: multi-lingual professionals
- Talent Search People: finance, sales, IT, e-commerce and native speakers
- Tecnoempleo: IT and telecommunications jobs
- Xpatjobs: multilingual

Au pairs:

- Au Pair International

**Teaching jobs in Spain**

There are lots of opportunities for teaching English in Spain but just being a native speaker probably won't be enough to secure a job – you stand a much better chance if you hold a TEFL qualification. Consider taking a course in your home country or one based in Spain. TtMadrid and TEFL Iberia are schools that can help you find TEFL jobs in Spain, otherwise you can also look for teaching jobs at Spainwise and Lingobongo.

You might also be able to give private lessons and seek out your own English-speaking jobs in Spain – place an ad in a newspaper or expat publication, or use your networks and word-of-mouth.

**Recruitment agencies**

Recruitment agencies tend to deal with temporary jobs in Spain; click to view our listings of recruitment agencies in Spain. *Empresas de Trabajo Temporal* (ETT) hire workers directly and then assign them to other companies who will oversee the work itself, otherwise you can check which agencies are registered. Besides some agencies listed above for specialist professions, another private employment agency offering temporary and permanent work includes Adecco.

**Spanish jobs in newspapers**

Although Spanish national, regional and provincial newspapers will advertise job vacancies daily, most jobs are advertised in the Sunday editions. To see the latest online vacancies, see *newspapers of each autonomous community,* also has a job website. You can also check out the jobs pages in the printed newspapers *International New York Times, Wall Street Journal* and the *Overseas Jobs Express*.

There are several expat print publications, some with online versions, that list jobs. Post or respond to recruitment ads in *Sur in English* and *Metropolitan* (Barcelona).

**Radio and TV**

There are specific job programmes on both TV and radio, for example *Aquí hay trabajo* is broadcast on TV Mondays to Fridays at 9.45am on Channel 2 (RTVE) and also lists jobs on their webpage.

**Networking in Spain**

Lots of jobs aren't advertised openly in Spain and many positions are filled through word-of-mouth or personal contacts. So spread the word that you're looking for work in Spain (tell friends and family already living in Spain if you're not), network with others in similar fields, and join work-related groups, forums and networking sites, such as LinkedIn.

Some business networks include:

- Spanish Chamber of Commerce (*Camara de Comercio*): Spain's largest business network with local chambers across the country, networking events and business support.
- Guiri Business
- Professional Women's Network Spain
- Aseme (women, mainly Madrid)
- Costa Women

Make contact with Spaniards and other expats with similar work or personal interests through a meet up group near you – if there isn't one, you can start your own.

**Make the first move**

Submitting a speculative application (cover letter and CV) can be very effective in Spain. Make sure your letter is addressed to the right person. Follow up with a phone call (if your Spanish is up to it) or email. You can search the company's website for contact details, or check Kompass Spain's large database of company details.

You can look at company websites for vacancies. You'll usually find the vacancies under the heading *ecursos humanos* (human resources), *empleo* (employment) or *trabaja para nosotros* (work for us).

**Traineeships, interships and volunteering in Spain**

The EU offers traineeships for university graduates via the European Commission Traineeships Office (*Bureau de Stages*), otherwise internships or summer placements can be arranged by AIESEC (for students and recent graduates) or IAESTE (for students in science, engineering and applied arts). Interships can also be found at Europlacement and Intern Abroad.

For those aged between 17 and 30, volunteer programs are arranged by the European Voluntary Service (EVS), where you work abroad for up to 12 months in exchange for board, food, insurance and a small allowance. Concordia is another organisastion for volunteer opportunities.

Diverse volunteers taking a selfie together

**Applying for a job in Spain**

Once you've found a suitable job, you will then need to prepare your application. You should adapt your CV and cover letter to the Spanish job market, and learn how to conduct yourself in a job interview to avoid any cultural blunders. For more information, read our article on applying for a job in Spain.

**Find part-time work abroad**

It has become increasingly popular in recent years to seek work in a different country than you live in. The Good Care Group are always looking for new candidates in the care-giving sector in the UK. As a cross-border commuter, you benefit from living in your home country and working in another, providing the opportunity of embracing and experiencing a different culture. Living in-house also ensures you become part of a close-knit team and make a real difference to those who need it. You receive an

unrivalled employment package including: paid annual leave, 24/7 staff support and flexible rota patterns, ensuring a healthy work/life balance.

**Standard working hours in Spain**

The organisation of working time in Spain (maximum working hours, rest time, annual holidays, public holidays, paid leave and overtime) is regulated by law, and the working day is regulated by agreement between workers' and employers' organisations or in contracts.

Some key rules are as follows:

- Full-time workers in Spain must average a maximum of 40 hours per week of work, calculated on an annual basis.
- Workers can't work for more than nine hours a day unless an agreement is in force
- Employees under 18 can only work for eight hours a day across employers, including training
- Working hours can be distributed unevenly if a collective agreement is in place

**Employment contracts in Spain**

Spanish employment contracts can be in writing or verbal, though the latter is very unusual. Contracts are sent to the Public State Employment Service within 10 days of coming into force.

The minimum working age in Spain is 16, though permission from parents or guardians is required up to 18 years of age, unless the person is legally emancipated.

When you start a job, you may need to work a probationary period of up to two or six months, depending on your job. Contracts in Spain must include:

- Name of both parties, address of the company
- Start date, job title, details of working hours
- Basic salary and supplements, and details of when they're paid (monthly, weekly, etc.)
- Number of days holiday and, where applicable, how holiday dates are determined
- Notice period
- Specifics about the job role

**Different types of contracts**

Indefinite contracts don't establish a time limit and may be drawn up verbally or in writing for full or part-time agreements.

Temporary contracts may be drawn up in the following circumstances:

- Contract for a specific service: If this exceeds on year, 15 days notice must be given by the employer
- Contract for production contingencies: This contract may not run for more than 6 months within a 12 month period
- Temporary replacement contract: This must specify the worker replaced and the reason for the replacement

**Training contracts**

These may be agreed with workers aged over 16 and under 21 who lack the qualifications required to draw up a work experience contract.

Some groups may be employed under the terms of a training agreement even though they are over the age limit. This contract must run for at least six months but cannot be longer than two years.

**Work experience contracts**

The following requirements must be fulfilled in order to enter into this contract:

- The worker must possess University or Vocational Training qualification, or equivalent
- The studies must have been validated in Spain within the last four years (six for disabled workers)

Work experience contracts must run for at least six months but cannot last for longer than two years.

**Home-work and part-time contracts**

The duration of these contracts may be indefinite or fixed.
In both cases, they must always be drawn up in writing, specifying the place where the services are provided and the duration of the working day.

**Changes in contracts**

Employers must comply with the requirements and procedures laid down in labour legislation when making changes to contracts.
The worker has the right to terminate his contract if changes are to their detriment and, in such a case, is entitled to receive 20 days' compensation for each year worked (maximum of nine monthly payments).

**Change of duties**

A worker may be asked to perform duties of higher or lower categories than those for which they were recruited.
If the duties are of a lower category, the worker must retain the wage for the job carried out previously. If they are of a higher category, the worker must receive the wage corresponding to that category.
If duties in a higher category are carried out for periods in excess of six months in a year or eight months in two years, the worker is entitled to ask for promotion.

**Geographic mobility**

If a worker is transferred or moved to another workplace in a different location involving a change of residence, or when there is a move lasting for more than 12 months in a 3 year period, the company must give the worker 30 days' notice of the move and must provide financial compensation for the costs incurred.
The worker has the right to terminate their contract if they does not consent to the move, and is entitled to receive 20 days' compensation for each year worked (maximum of 12 monthly payments).

**Rest time**

At least 12 hours must elapse between the end of one working day and the start of the following working day. When the duration of the continuous working day exceeds six hours, a rest period of at least 15 minutes must be allowed during the day.
Workers are entitled to a minimum weekly rest time of one and a half uninterrupted days, which generally include Saturday afternoon or, where applicable, Monday morning, and the whole of Sunday.
In the case of workers under 18 years of age, the rest period is a minimum of thirty minutes and must always be allowed when a duration of the continuous working day exceeds four and a half hours. The duration of the weekly rest time for people under 18 is a minimum of two uninterrupted days.

**Night work and shift work**

All aspects of this work pattern are regulated and subject to time restrictions. Under-18s may not carry out night work (or activities declared to be unhealthy, dangerous or distressing).

**Overtime**

Overtime is considered to be hours of work carried out over and above the maximum number of normal working hours.

Workers may work a maximum of 80 hours overtime per year, which does not include overtime compensated with rest time, or work carried out to prevent or repair extraordinary and urgent damage. The latter is obligatory for the worker and must be paid as overtime.
Overtime at night is prohibited, except in duly-specified and expressly authorised special activities. It is also prohibited for people under 18 years of age.
Overtime may be remunerated or compensated for with equivalent paid rest time.
If the worker works for fewer hours per year than the general company working hours, the restriction on hours is reduced proportionally.

**Reduction of the working day for family reasons**

Workers are entitled to a reduction of their working time, with a proportional reduction in wages, if they are directly responsible for a child under six years of age, people with disabilities or family members in certain specific circumstances.

**Leave**

Holidays may be agreed individually or collectively and may not be less than 30 calendar days. Holidays cannot be replaced by financial compensation. When workers with casual or temporary contracts cannot take the legal minimum holidays because they do not work for the company during holiday periods, they will receive a pro-rata payment for the holidays with their wages.
The holiday schedule is fixed in each company. Workers will be aware of the relevant holiday dates at least two months prior to their commencement, and if there is disagreement they may present a claim to the employment tribunal.
Paid leave is subject to notice and subsequent justification to the company, workers may take paid time off for some of the reasons listed below with the number of days allowed:

- Birth of child or death, accident or serious illness or hospitalisation of relations, two calendar days or four if required to travel.
- Moving house, one day.
- Women are entitled to one hour off work each day for breastfeeding a child under nine months of age, or half an hour if taken at the start or the end of the day. This time off may be taken off either by the mother or the father if they both work.
- Meeting public and private obligations (jury service, appearance in court, etc.), as long as necessary.
- Performing trade union or workers' representative activities: as established by law or collective agreement.
- In every case, the worker must inform the employer in advance and justify his or her absence to be able to enjoy the right to take time off work.
- Public holidays are set on an annual basis: There are 14 per year, two of which will be local holidays. Christmas Day, New Year's Day, 1 May (Labour Day) and 12 October (Spanish National Day) will, in any event, be observed as national public holidays. Any public holidays falling on a Sunday will, in any event, be transferred to the Monday immediately following.
  For the purposes of labour law, the performance of jury duties is treated as an unavoidable public and personal duty.

**Unpaid leave**

This refers to time off work without pay that must be requested by the worker and may be granted at the discretion of the employer but must always be set in an individual or collective agreement. Periods of unpaid leave are not regulated by law.

**Sick leave**

This protects workers temporarily unable to work and in need of medical assistance due to illness or accident. In such cases the worker will be paid at least 60% income. The employer normally pays the worker this temporary sick pay, and is then reimbursed by the Social Security department. The maximum period of such leave is 18 months, after which the situation must be reviewed.

**Temporary invalidity**

A worker who is unable to work and in need of medical assistance for any of the following reasons: common illness or work-related illness, accident (whether work-related or not) or periods of observation for occupational diseases is being protected by law and can apply for a temporary invalidity.

## Maternity and paternity leave in Spain

Maternity leave for a woman will last 16 uninterrupted weeks, which may be extended by two weeks for multiple births for each child from the second child onward. This period may be taken at the discretion of the person concerned, provided that six weeks fall immediately subsequent to the birth.

Irrespective of this obligatory post-birth time off for the mother, if both parents work, the mother may opt for the father to take a specific uninterrupted portion of the leave subsequent to the birth.

**Extended leave of absence**

Extended leave of absence means a situation where the employment contract is suspended at the employee's request and may be either compulsory or voluntary. If it's the latter, at least one year's service in the company is required. The right to keep the job is not recognised, but priority is given when there is a vacancy. The duration is between two and five years.

**Extended leave of absence to care for members of the family**

The maximum duration of three years to care for each child. Employees are also entitled to leave of absence of one year, which may be extended by mutual agreement, to care for a blood relation or relation by marriage up to the second degree or similar, who for reasons of age, accident or illness cannot look after themselves and do not perform paid work.

## Find out how to prepare a Spanish-style CV and cover letter and how to act in an interview to give you the best chance of finding work in Spain.

After you find a job in Spain, you should adapt your resume or curriculum vitae (CV) and interview techniques to match the general expectations in the Spanish job market. Give yourself the best chance of getting a job in Spain by producing a Spanish-style CV and cover letter. Learning some Spanish business etiquette can also help you avoid making cultural blunders in a Spanish job interview. Here are a few tips on how to prepare your Spanish job application, including writing a Spanish-style CV and interview tips.

## Applying for a job in Spain: which language?

Preparing your job application and going for an interview is not always the same as back home. You will need to present yourself and all your skills, qualifications and experience in the way that Spanish employers expect. For job hunting, read Expatica's comprehensive guide to finding a job in Spain.
Spanish is the second most spoken language in the world, and English is not as widely used in the local Spanish business scene as in some other European countries. Unless you're specifically applying to an English-speaking office, or Spanish is not a job requirement, your application and interview should be in Spanish.

**Your Spanish job application**

You should write both your CV and covering letter in Spanish unless specifically requested to write in another language or if the job requires no knowledge of Spanish. Some job titles or work-related jargon can be difficult to translate into Spanish, so unless you're completely confident, ask a native Spanish speaker to read through the CV and letter before you submit it.
Online and email applications are becoming more popular but some companies still prefer to receive a hard copy of a CV and cover letter. In some cases, you may not need to send in a personalised CV at all, as application forms are used widely in Spain.

**Writing a Spanish-style CV**

The current job market in Spain is competitive, so you need to make your CV stand out. The CV, also known as *el curriculum,* should be typed and be clear, concise, well-structured and no longer than two sides of A4. Limit the use of the first person, keeping it as professional and as factual as possible. Likewise, use bullet points rather than wordy paragraphs, and while it's good to highlight your skills and qualities, don't lie.

**Arrange your CV in the following order:**

- Personal details or *datos personales* – include your full name, date and place of birth (don't hide your nationality), current address and telephone number with the international dialling code if outside Spain, your most professional sounding email address and if you're already authorised to work in Spain, your NIE (foreigner's ID number). Note: it's acceptable to be asked about your age and marital status in job applications in Spain.
- Photo – it is common to include a photo and may be expected, although it is not obligatory. A headshot with a neutral background is acceptable, placed in the top, right-hand corner.
- Work experience – if you've been working for more than three years, list your work experience or *experiencia professional* next – if not, put education next and work experience afterwards. For work experience, list all your employers in reverse chronological order, including names and addresses for each company/organisation, dates, job title and tasks/responsibilities.
- Education – under education or *formación academic,* you should list post-secondary educational institutions with addresses, dates, courses taken and with qualifications/grades.
- Language – list your languages or *idiomas* with the level of your spoken and written language skills, including certifications.
- Skills – under *informática* list computer or IT skills.
- Other interests – under *otros datos de interés or otras activid,* you can put any other relevant information, for example driving licence, interests or voluntary activities, but don't make it too personal and only include what is specific to the job.
- References – you don't need to include references but can write *se facilitaran referencias en caso de ser solicitadas* (references will be provided on request).

Europass provides downloadable Spanish-CV templates and instructions on writing your Spanish CV.

**Cover letter**

Your cover letter or *carta de presentacion* should be typed, short and direct, and in a formal style.

- Top left: write your name, address and telephone number, then below that, the name of the company and the person you're writing to, and finally the name of the place you're writing from, the date and the job reference (if the letter is speculative, mention this here).
- Address the letter to a named person (or if not, then *Estimado Sr./Sra* or *Muy Señor/a Mío/a)*. First mention the job you're applying for, before explaining briefly why you are applying for it and which aspects of your CV make you a suitable candidate. Don't go into too much detail – that's what your CV is for.
- End the letter formally, with an expression such as *En espera de sus noticias, le saluda atentamente* (which translates roughly as 'waiting for your reply, meanwhile my sincere regards'), and then sign it and write your name underneath. Don't send certificates unless requested – otherwise you can show these in your interview.

Don Quiote language school provides CV and cover letter instructions and templates, plus Spanish keywords to include in your job descriptions.

**Spanish phrases for writing letters**

- To whom it may concern: *A quien corresponda*
- Dear Sir/Madam: *Estimados Señores*
- Dear Mr/Mrs: *Apreciado Sr.* or *Estimado Sr. / Apreciada Sra.* or *Apreciada Sra.*
- Dear [first name]: *Querido*
- Should you need any further information, please do not hesitate to contact me: *Si necesita más información, no dude en contactarme.*
- I look forward to hearing from you soon: *Espero tener noticias suyas pronto.*
- Regards: *Saludos*
- Kind/Best regards: *Cordiales saludos*
- Yours faithfully: *Muy atentamente* (recipient name unknown)
- Yours sincerely: *Reciba un cordial saludo* (recipient name known)

**Spanish accented letters (Alt + codes)**

Accents are important when writing Spanish, particular in names. To use these codes, make sure Numbers Lock is on and press Alt plus the code, releasing the Alt key only after you finish the code sequence.

- Á/á: 0193/0225
- É/é: 0201/0223
- Í/í: 0205/0237
- Ó/ó, 0211/0243
- Ú/ú, 0218/0250
- Ñ/ñ: 165/164
- €: 0128
- ¿: 168
- ¡: 0161

**The outcome of your application**

Getting a response can sometimes be slow in Spain, and if you don't hear back within a reasonable time, you should follow up your application with an email or phone call. If you don't receive a response at all, you can consider that your application has not been successful.

**Spanish-style interviews and the selection procedure**

What happens at the interview will depend on the particular job but for professional roles, the procedure often starts with an initial selection process involving a short personal interview, and in some cases, psychometric and/or vocational testing. If you

pass this, then you may have to go through a series of interviews – as many as six for graduate level jobs – until you know whether or not you have the job.
The job interview carries a lot of weight, as personal qualities and motivation are highly valued in Spain, and can be considered as, or more, important than professional qualities. Interviews are usually face-to-face but you may also be asked to take part in a group discussion.
As with any job interview, be as well prepared as possible. Research the organisation and sector, be ready to talk specifically about how your own experience ands skills qualifies you for the job and have some questions ready to ask the interviewer at the end.

**Interview tips**

- Even if your interviewer speaks English, you should speak Spanish during the interview to show the extent of your language skills (if Spanish is required for the job), or ask which language they prefer to conduct the interview in.
- If the interview will be in Spanish, consider having a session with a language tutor beforehand to prepare and practice some possible questions and answers.
- Dress appropriately: wear business clothes if it's a corporate job, or smart wear for everything else. Always dress up not down – the typical Spanish dress code is more formal rather than casual.
- Be punctual – even if, as a general rule, things tend not to run on time in Spain, don't be late for the interview.
- Wait for your interviewer to initiate a handshake and definitely do not lean in for the customary Spanish cheek kisses. Sit once you have been invited to do so.
- During the interview, use the formal *usted* rather than the informal *tu*, unless the interviewer invites you to do otherwise.
  Use formal language and polite wording and avoid slang and colloquial expressions. Be positive, smiley and approachable – your personality counts towards securing a job in Spain.
- Don't mention money in the interview – discuss finances after you have been offered the job.
  Beside this information you have:
    - the SEPE (https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/ofertas-empleo.html) in all Spain,
    - and OTG (Servicio de Ocupación de Catalunya: https://feinaactiva.gencat.cat/web/guest/home),
    - as well as different entities or NGO's that can help you for seeking a job or for building your cover letter of cv.
    - We have like in Barcelona: SAIER: DescriptionThe procedure allows you to request a day and time to be attended to the SAIER. The appointment is especially designed for people who will come to the SAIER for the first time and want to consult on the following topics:a) Arriving and Living in Barcelona: Information on the basic formalities like the register, the nursery school, the access to the medical care, the learning of languages, other basic formalities and services and resources of the city from Barcelona. It also provides information on social care for newly arrived immigrants.Note: To know the offer of Catalan courses you do not need an appointment, you can go to the SAIER directly.b) Information on immigration and obtaining Spanish nationality: Legal advice and processing of documentation such as: rooting, residence and work permits, family reunification, renewal of the NIE, student permits, community permits, processing of the Spanish nationality, etc. Information on other matters of civil, family and criminal law related to immigration is also provided, and appeals are handled in case of refusals.c) Information on international protection: Information on the procedures and aid, guidance and legal assistance in matters of

international protection, social assistance for applicants for international protection.d) Recognition of studies, access to training and employment insertion: Information and advice for the approval and validation of studies carried out abroad. Recognition of professional competences. Information on courses and advice on all levels of training. Guidance for job search and job placement.e) Information on voluntary return to country of origin: Information on voluntary and alternative return programs, and referral to management entities and other specialized services. The procedure also allows you to consult the requested appointment or cancel it.You can find out more about the services of the SAIER on the website of Nueva Ciutadania: (https://ajuntament.barcelona.cat/novaciutadania/ca

**Working in Europe, useful links**

**Drop'Pin @ EURES**

Whatever kind of opportunity you're looking for to improve your chances of finding a job in Europe, Drop'pin@EURES has something for you. With apprenticeships, traineeships, training programmes, e-learning courses, language training, mentoring and coaching schemes, as well as various social services (e.g. help with housing), in a range of sectors, Drop'pin is Europe's youth opportunities platform. Drop'pin and go far.

https://ec.europa.eu/eures/public/opportunities

**EUROGUIDANCE - European portal to guidance**

Euroguidance is the network of National Resource Centres for Vocational Guidance. Main functions:

- provide information on education and training opportunities in Europe, mainly for guidance practitioners, who should relay it to citizens at large;
- support the exchange of quality information on education and training systems and on qualifications in the European Union, the European Economic Area and Central and Eastern European countries;
- support the Ploteus portal.

http://www.euroguidance.eu/

**Working in Europe – your rights**

Working in Europe – your rights

http://europa.eu/youreurope/citizens/work/index_en.htm

**ENIC-NARIC networks**

The ENIC network (European Network of Information Centres) is made up of national information centres. The role of these centres is to provide information and advice on:

- the recognition of foreign diplomas, degrees and other academic or professional qualifications;
- education systems in other European countries and one's own country;
- opportunities for studying abroad, including information on loans and scholarships, as well as on practical questions related to mobility and equivalence.

The NARIC network (National Academic Recognition Information Centres) was created in 1984. The network aims at improving academic recognition of diplomas and periods of study in the Member States of the European Union, the European Economic Area and Central and Eastern European countries.

http://www.enic-naric.net/

**Professions needing a specific qualification**

Professions needing a specific qualification

http://ec.europa.eu/growth/tools-databases/regprof/




**EURES - The European Employment Service**

EURES (European Employment Service) aims to facilitate the free movement of workers within the countries of the European Economic Area. Partners in the network include public employment services, trade unions and employer organisations. The partnership is coordinated by the European Commission.

Main functions:

- inform, counsel and provide advice to potentially mobile workers on job opportunities and living and working conditions in the European Economic Area;
- assist employers in recruiting workers from other countries;
- provide pertinent advice and guidance to workers and employers in cross border regions.

http://ec.europa.eu/eures/