



¡Your First Steps in Spain!



Public Employment Services

The National and Autonomous Community Public Employment Services have a network of offices whose services are available to all workers and jobseekers. The services that they offer include: job vacancies, vocational guidance, occupational training, processing the paperwork to get unemployment benefits and information on measures to promote employment. You can find their addresses in the local telephone directory or on the National Public Employment web site, which has links to the Autonomous Community public employment service web sites.

www.sepe.es

EURES

European Employment Services

This is a cooperation network that was created by the European Commission to facilitate the free movement of workers. EURES has a web portal on which you can find information on mobility, job offers in the member countries and an application for posting your curriculum vitae online.

www.eures.europa.eu

Your Europe: Citizens

<http://ec.europa.eu/youreurope/index.htm>

Autonomous C. Governments

Web Sites Andalusia
www.juntadeandalucia.es
Aragon
www.aragob.es
Asturias
www.asturias.es
Balearic Islands
www.caib.es
Canary Islands
www.gobcan.es
Cantabria
www.gobcantabria.es
Castilla La Mancha
www.jccm.es
Castilla-Leon
www.jcyl.es
Catalonia
www.gencat.net

General Information Administrative Web Sites

EU Representation in Spain

www.es-ue.org

Embassies in Spain

www.embajada-online.com/embajadas-de-otros-paises-en-Espana-P166.htm

General information

www.060.es

Ministry of the Interior - Public Information

www.mir.es

Tax Information

www.aeat.es/

Social Security Information

www.seg-social.es

National Social Security Institute

www.seg-social.es

Wages

www.tusalario.es

Information for Graduates

http://www.sepe.es/contenido/emp_leo_formacion/eures/pdf/folleto_titulados.pdf

Recognition of Academic Diplomas

www.enic-naric.net/

Europass

www.europass.cedefop.europa.eu

Links of interest

www.universia.es
www.fue.es
www.universitarios.com

Extremadura

www.juntaex.es
Galicia
www.xunta.es
Madrid
www.madrid.org
Murcia
www.carm.es
Navarre
www.navarra.es
Basque Country
www.euskadi.net
La Rioja
www.larioja.org
Valencian Community
www.gva.es
Ceuta
www.ceuta.es
Melilla
www.melilla.es



YOUR FIRST STEPS ON ARRIVING IN SPAIN

1. NIE (Foreigners' ID number)

You apply for this at the Foreigners' Office or a police station. This number is needed for all paperwork with the civil service and for many other services. (e.g., to become self-employed, to open a bank account or to buy property). It is the equivalent of the DNI (ID card) of Spanish citizens. For foreigners, your NIE number is also your tax ID number or NIF.

www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_14.pdf

2. REGISTRATION

EU citizens who are going to stay in Spain for longer than 3 months must register with the Central Register of Foreigners at the foreigners' office or the main police station in the town where you live. To register, you must show a valid passport or ID card and pay a fee. You will be given a registration certificate that also shows your NIE number (foreigners' ID number). This process has replaced the previous one for obtaining a residence card.

www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_16.pdf

3. REGISTRATION WITH THE TOWN HALL

You also need to register with your local town hall. In Spanish, this is called empadronamiento. This certificate is required for many administrative procedures, such as voting in local elections or registering your children in school.

4. REGISTERING AS A JOB SEEKER

You can register with your local employment office in order to look for work and get vocational counselling. The complete list of employment services in Spain can be found at:
<https://www.redtrabaja.es/es/redtrabaja/portal/homeTrabajo.do>

5. EXPORTING UNEMPLOYMENT BENEFITS

If you have exported your unemployment benefits from your home country, when you arrive in Spain you need to register with the local employment office within 7 days of arriving and apply for your benefits by submitting the appropriate document.

6. RECOGNITION OF DIPLOMAS

There are two types of recognition: professional and academic. Check which you need in order for your profession to be recognized.
Naric Network:
www.enic-naric.net/

OTHER EMPLOYMENT OPPORTUNITIES

*Temporary Work Agencies:
Especially useful for finding temporary jobs.

*Private Placement Agencies.
In the media

El País <http://clasificados.elpais.com/>

El Mundo
<http://www.expansionyempleo.com/>
ABS www.infoempleo.com
La Vanguardia www.lavanguardia.es
TVE www.rtve.es

CHECK THAT YOU HAVE THESE BEFORE YOU START TO WORK

1. SOCIAL SECURITY REGISTRATION NUMBER

When you start working, you must apply for this at the Social Security office.

2. HEALTH CARD

When you have been registered in the Social Security scheme, you will be given a health card.

MORE INFORMATION

"Employment and Labour Guide"

<http://www.mtin.es/es/Guia/texto/index.htm>