

working in spain

The right to work is recognised under the Declaration of Human Rights and the Spanish Constitution. Even so, many people in Spanish — Spaniards as well as people from other countries — experience great difficulty finding and keeping a job that allows them to improve their standard of living. It's not an easy road for anybody, and you have a set of added hurdles to overcome: paperwork, learning the language, familiarising yourself with a new environment, the lack of information, etc.

What are the forms of working in Spain?

1. Employed: When you work for a company or somebody else.
2. Self-employed: When you work for yourself or your own business.

What documents do you need to be able to work?

- To live legally in Spain you need a residency permit. If you want to be able to work as well, obtaining this document is the first step.
- A work permit or authorisation to work is the only valid document to be able to work legally in Spain. Any other documents you may need or have are for other things.

To make sure that you don't lose the documents that you have gone to so much effort to get, it is very important to renew them before they expire. Make sure you have all the information you need to do this.

As well as having the right papers, you will need to:

- **Understand and speak Spanish**, not only to find work, but also for your everyday dealings with society and your neighbours, when you go shopping, to make friends, sign contracts, know your rights and obligations, etc.
- **Find out what jobs are available and how to find them**, because working in towns and cities is different from working in rural areas, and engineering is different from farm work, one town may be different from another, working somewhere where friends of yours already working is different from finding yourself on your own, and working in the public sector is different from working for a private employer.
- **Learn a trade** or improve the skills you already have. Employers are increasingly looking for people with very specialised skills. If you have a specific trade or skill, your working conditions will be better.
- **Observe, ask and find out**, how rules and regulations work in Spain, and about personal relationships, work rates, working hours, local customs, etc.

Job-hunting is by no means an easy road but it's not impossible. How successful you are will depend on many personal, social and legal factors, and it's not the same for everyone. That's why you should create a personal job-seeking plan to make the process smoother. Integration units will help you and give you more information about doing this (see addresses on the back page).

Your employment contract is an agreement between you and your employer, which gives you certain rights and binds you to certain obligations. Make sure you know what they are.

rights:

- To be a member of a trade union.
- To collective bargaining.
- To participate in industrial disputes.
- To strike.
- To hold meetings.
- To participate in company decision-making.
- To receive training and have the opportunity to be promoted (training courses, promotions, etc.)
- When looking for work or working, not to be discriminated against because of your sex, age, sexual orientation, race, marital status, religious or political beliefs, etc.
- To your physical safety, with your employer making the necessary resources available for your health and safety.
- To your privacy.
- To receive regular payment of the wages or salary agreed in your employment contract.
- To all the clauses in your employment contract being honoured.
- To be registered with Social Security, making the relevant contributions in order to qualify for health care and pensions (old-age pension, in case of serious illness, unemployment benefit, etc.)
- To receive the legally stipulated holidays and time off.
- To receive a copy of your employment contract signed and stamped by the Public Employment Service and a copy of the relevant collective agreement upon request.
- To receive payment for any overtime or be given time off to compensate for any extra hours worked.
- To be paid maternity leave, sick leave and accident leave.

obligations:

- In return for your wages or salary, you must comply with the obligations, tasks and duties that you were employed to fulfil.
- To comply with your employer's health and safety rules and procedures.
- To do the job agreed with your employer.
- To avoid putting your own or anyone else's health or safety at risk.
- To comply with all the regulations and instructions issued by your employer to assure your safety and that of your co-workers.
- Not to do similar work for any of your employer's competitors.
- To contribute towards improving your employer's profitability.
- To comply with all the clauses set out in your employment contract.
- To adapt your work rate to the average among your co-workers.
- To know, respect and comply with your employers' and co-workers' rules and customs for coexistence.

integration units. addresses



- **Almeria Provincial Council (Diputación de Almería), Albox Unit Community Social Services Centre:**

Ctra. de la Estación s/n. 04800 Albox -Almería-
Tel.: 950 633 244

950 633 243

Opening hours:

Monday-Friday from 8:30 am to 2:00 pm.



Fundación Municipal de Igualdad y Bienestar Social
Excmo. Ayuntamiento de Algeciras

- **Immigrants Service:**

Paseo de la Conferencia s/n. 11204 Algeciras
- Cádiz -

Tel.: 956 58 71 75

956 58 70 72

Opening hours:

Monday-Friday from 9:00 am to 2:00 pm



- **Almeria Local Council (Ayuntamiento). Social Services Department:**

UTS. C/ Francisca Jiménez s/n 04003 Almería

Tel.: 950 271 477

Opening hours:

Monday-Friday from 9:00 am to 12:30 pm.



- **Cartaya District Council (Ayuntamiento), Social Services, Migrant Workers and Immigrants Office:**

Barriada Blas Infante nº 6. 21450 Cartaya
- Huelva -

Tel.: 959 392 477 478

Opening hours:

Monday-Friday from 9:00 am to 2:00 pm.



- **Lepe District Council (Ayuntamiento), Social Welfare Department (Bienestar Social):**

Avda. Arboleda, 7. 21440 Lepe - Huelva -

Tel.: 959 64 52 80

Opening hours:

Monday-Friday from 9:00 am to 2:30 pm.



- **Moguer District Council (Ayuntamiento), Social Services (Servicios Sociales), Municipal Immigration Service:**

c/ Daniel Vázquez Díaz, 4. 21800 Moguer
- Huelva -

Tel.: 959 37 18 37

Opening hours:

Monday-Friday from 10:00 am to 1:00 pm.

(Wednesdays in Mazagón)



- **Mojonera District Council (Ayuntamiento), Social Services Centre:**

C/ Olivos 28. 04745 La Mojonera - Almería-

Tel.: 950 330 505

Opening hours:

Monday-Friday from 10:00 am to 2:00 pm.



- **Roquetas de Mar District Council (Ayuntamiento), Municipal Immigration Office:**

Pza. de la Constitución, 1. 04740 Roquetas de Mar
-Almería-

Tel.: 950 339 717

950 338 542

Opening hours:

Monday-Friday from 9:00 am to 2:00 pm.



- **Vicar District Council (Ayuntamiento). Las Cabañuelas Social Centre:**

Pza. de Cervantes, s/n

04738 Vicar -Almería-

Tel.: 950 555 333

Opening hours:

Monday-Friday from 9:00 am to 3:00 pm.