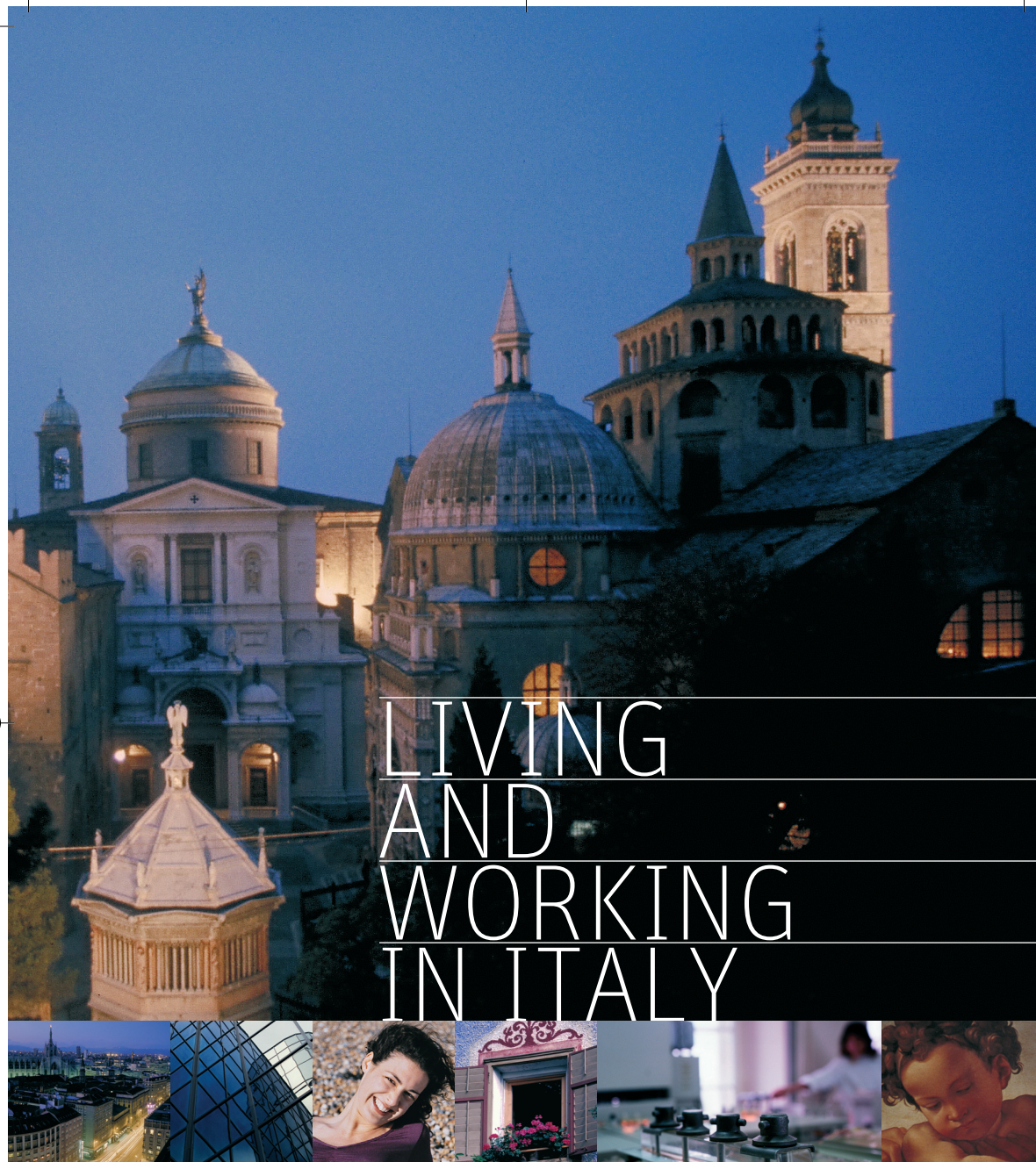
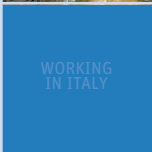
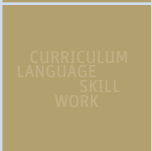
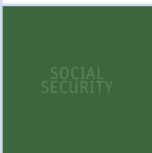
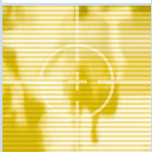




GENERAL INFORMATION

					
AREA 301.401 Km ² POPULATION 59.944.000					
FORM OF GOVERNMENT Parliamentary Republic NUMBER OF REGIONS Twenty					
OFFICIAL LANGUAGE Italian CURRENCY Euro					
CAPITAL Rome OTHER MAIN CITIES Milan, Turin, Genoa, Venice, Bologna, Florence, Naples, Palermo					
					
					

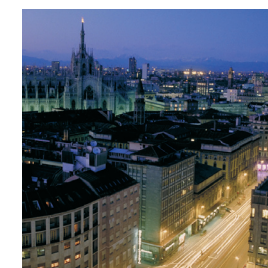
WORKING IN ITALY

WHO CAN WORK IN ITALY

As a citizen of the EEA¹ you are free to travel and work in Italy and enjoy the same rights as the Italian citizens for what concerns salary, working conditions, access to vocational training, social security and trade union membership.

If you are a citizen of a third country holding a long term residence permit obtained in one of the EU countries you have the right to work in Italy².

Italy introduced a transitional period for workers citizens of Bulgaria and Romania (restriction valid from 1st January 2007 until 31st December



WORKING
IN ITALY

2007). For these workers a work authorization is required except of the following sectors: agriculture, hotel and tourism, housework and personal care, construction, engineering, managers and high qualified jobs, seasonal jobs³.

REGISTRATION PROCEDURES

If you are going to stay in Italy for more than three months, you must register at the registration

office in the municipality you are going to live in, as soon as you arrive⁴. You must be in possession of an identity document, valid at the time of entry into the territory of the State.

¹The countries of the European Economic Area (EEA) are: the 27 European member states plus Norway, Iceland and Lichtenstein. The regime of free circulation has also been extended to Switzerland since 1st June 2002.

²This rule does not apply for citizens of a third country holding a long term residence permit coming from UK, Ireland, Denmark, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic, Slovenia,

Romania and Bulgaria. See circular n. 400/A/2007/463/P/10.2.2 of February 16, 2007 from the Italian Ministry of Home Affairs.

³See Circular n. 3 of January 3, 2007 from the Ministry Home Affairs and Ministry for Social Affairs.

⁴See Legislative Decree n°30 of February 6, 2007 published in the O.J. n° 72 of March 27, 2007.

FINDING A JOB IN ITALY

HOW TO FIND A JOB IN ITALY

You can obtain information on job vacancies and related services both from public employment organizations and private agencies. Their services are free of charge.

Job centres are public bodies falling within the competence of the Provinces. They provide assistance such as guidance, job matching, pre-selection and counselling.

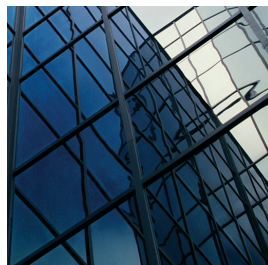
You can find their addresses on the website www.upinet.it

EURES Italian EURES advisers can be helpful in giving information on working opportunities in Italy. It is advisable to contact them before leaving your country of origin.

Employment agencies are private bodies and must be authorized by the Ministry of Labour. They carry out activities such as staff leasing and job placement services, personnel recruitment and selection, and support worker redeployment and outplacement.

You can also address other authorized bodies, such as universities, municipalities, Chambers of commerce, high schools, labour consultants.

You can find further information and the complete list of authorized agencies on the website www.lavoro.gov.it



FINDING
JOB
IN ITALY

Websites The national website, allowing job-matching and connecting together public and private operators is:

www.borsalavoro.it

It is also possible to address private websites specialized in staff recruitment.

Spontaneous application

You may send spontaneous job applications to companies both on line and in writing. For addresses of private companies in Italy visit the Yellow Pages website (Pagine Gialle)

www.paginegialle.it

Press

Following are some of the most important newspapers where you can find job vacancies:

Il corriere della Sera www.corriere.it

La Repubblica www.repubblica.it

Il Sole 24 Ore www.ilsole24ore.com

La Stampa www.lastampa.it

CURRICULUM VITAE AND COVER LETTER

You are recommended to use the standard European CV format provided by the European Commission and available on the website:

www.cedefop.europa.eu

As a rule, a CV should be specifically prepared to match each job for which you are applying and you should indicate clearly all relevant per-

sonal data and list periods of employment and study in the reverse chronological order.

In addition an authorisation to process personal data in accordance with the provisions of Legislative Decree 196/2003 should be given. Do not forget to sign the CV and date it. The CV is to be clear and brief. If not specifically requested, it is not necessary to enclose documents such as references and photos.

The CV should be accompanied by a brief cover letter containing your own presentation and explaining the reasons why you are applying for.

RECOGNITION OF DIPLOMAS AND QUALIFICATIONS

The Italian regulated professional qualifications are the following: general practitioner and specialized doctor, nurse, dental surgeon, obstetrician, veterinary surgeon, pharmacist, architect, lawyer.

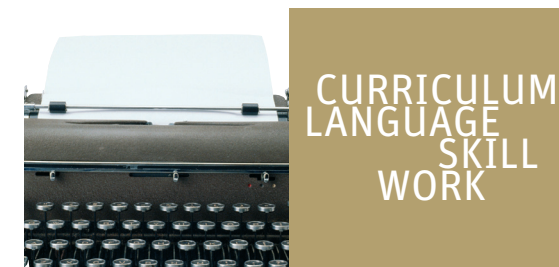
Recognition has to be requested to relevant authorities. For more information contact the Department for Community Policies within the Prime Minister's Office:

www.politichecomunitarie.it

For more information on medical professions see the website of the Ministry of Health

www.ministerosalute.it/professionisanitarie where you can also download the required forms.

For the recognition of academic qualifications get in contact with CIMEA the Italian branch of the Naric (National Academic Recognition Information Centres) network: www.cimea.it



LANGUAGE SKILL

The knowledge of the Italian language is an asset to carry out any kind of working activity in Italy. There is a number of Italian language courses promoted by public and private bodies. For more information contact the nearest municipalities, schools, language schools or universities.

WORK CONTRACTS

Work contracts have to mandatorily be in writing and countersigned both by employer and employee. They have to contain all information concerning the job, such as type of work to be performed, location, wage conditions. They may refer to national collective agreements.

There are two main types of contracts: permanent contracts and fixed term contracts, which include a number of different forms (project-based employment, job sharing, staff leasing, job on call). There are also part-time contracts. Apprenticeship contracts are specifically addressed to youngsters aged between 15 and 29. Useful information can be also obtained at the Trade Unions offices. For more information on work contracts see www.lavoro.gov.it

SOCIAL SECURITY



Work contract is the requirement to obtain a social security assistance.

The employer is obliged to make the contributions and deductions related to the workers' salary.

You may go to the National Institute of Social Insurance (Istituto Nazionale di Previdenza Sociale - INPS) for your social-security requirements, including sickness, unemployment benefit, old-age pension and maternity allowance.

The institute's offices are located throughout Italy. The internet address is www.inps.it

The Italian Workers' Compensation Authority (Istituto Nazionale Assicurazioni Infortuni sul Lavoro e malattie professionali - INAIL) is the national institute in charge for accidents at work and occupational diseases.

This type of insurance, compulsory for all employers hiring workers, protects workers from any kind of damage resulting from work related accidents and occupational diseases freeing employers from any civil liability. The insurance relationship begins when the activities carried out are reported to INAIL. The website is www.inail.it

Ordinary unemployment benefit

It is paid by the INPS to the workers who have lost their job because of dismissal.

It is granted to the workers who have paid at le-

ast two years of national insurance contributions against involuntary unemployment.

Ordinary unemployment benefit with reduced requirements

It is due when at least two years of insurance seniority and an occupational activity of at least 78 days can be asserted in the reference calendar year. The application must be submitted directly to the job centre of residence or directly to the INPS between 1 January and 31 March of the year following the reference year.

The benefit is due for the number of days equal to those worked and, in any case, up to a maximum of 156 days.

Transferring the unemployment benefit abroad

Unlike other benefits (e.g. old age insurance, invalidity insurance, reversibility insurance), transferring the unemployment benefits depends on your country of residence, under limiting conditions and for a limited period.

Before leaving your own country, in order not to lose due benefits, contact the office of competence and ask them for the form € 303, that you have to present to the INPS territorial offices.

Transferring social security entitlements

E-Forms are used to speed up the process of claiming social security entitlements. They are standardised throughout the EEA.

The most important are:

Forms € 100 : for workers posted abroad and for sickness and maternity allowances;

Forms € 200: for the calculation and payment of pensions;

Forms € 300: for the obtainment of unemployment benefits;

Forms € 400: for the granting of family allowances.

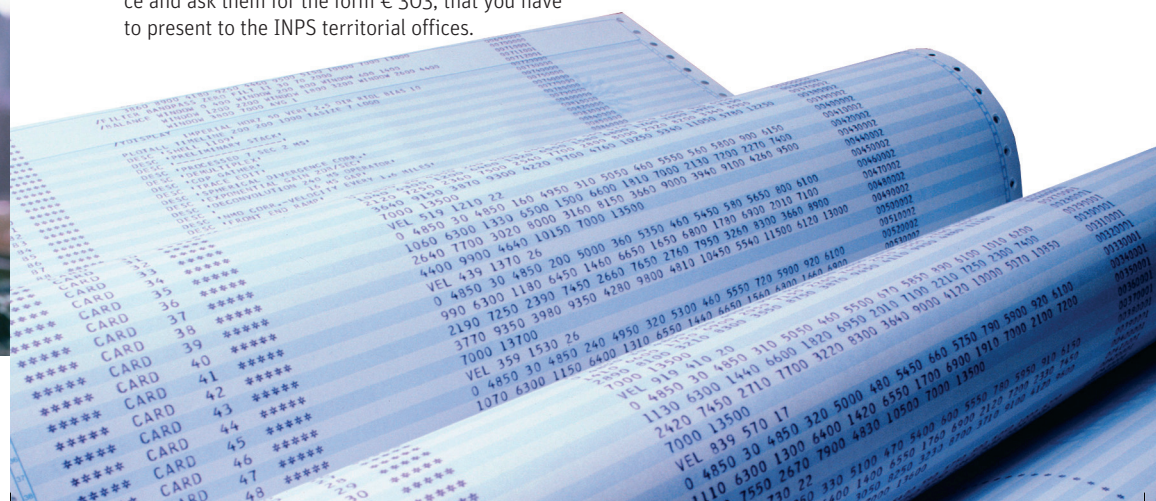
TAXES AND CHARGES ON LABOUR

There is a complex and various taxation system in Italy.

Taxes are divided into: direct taxes (related to income and estates) and indirect taxes (related to the transfer of properties, transactions, consumptions).

For further information contact the local tax office (Agenzia delle Entrate).

Web site: www.agenziaentrate.it



LIVING IN ITALY

ACCOMODATION

Finding an accommodation is one of the main problems, in particular when you are interested to move in a big city, where the costs for buying or renting a house are very high. You can address one of the many estate agent's offices or look up the advertisements on newspapers. In any case be sure that a written contract is signed. The landlord is obliged to register the rent agreement.



LIVING
IN ITALY

THE EDUCATION SYSTEM

The school system is organized as follows: kindergartens (scuola dell'infanzia) for children aged from three to six; first level (primo ciclo) it includes the primary school and the secondary school of first level and the second level (secondo ciclo) that includes high schools. Children until three years, can be registered for nursery schools. For more information, see the website www.pubblica.istruzione.it

As regards university, the system is made up of two training levels: the three years university degree and the advanced degree. For more information: www.miur.it

THE HEALTH SYSTEM

Resident citizens and foreigners regularly living in Italy have the right to general medical assistance

provided by a general doctor, and for those under 14, a pediatrician. Community citizens coming to Italy with their TEAM (European card for health assistance) have the right to receive urgent health assistance. If you show this card to the relevant local health authority (Azienda Sanitaria Locale ASL) you can receive medical treatment equivalent to that available for an Italian citizen.

SHOPPING

Shops are usually open from Monday to Saturday from 8.30/9.00 am to 12.30/1 pm and from 3.30/4 p.m. to 7.30/8 p.m. However in the biggest cities and in tourist areas shopping centres and supermarkets are open no-stop until 10 pm. Some are open on Sunday mornings. The weekly closing days change from region to region.

TOURISM AND CULTURE

In Italy you can spend pleasant week ends and holidays in the mountains, in the hills, at the seaside or lakeside.

Each city has a number of museums, which are open at night, together with theatres and cinemas. There is a high number of restaurants where you can taste typical Italian food.

For more information www.beniculturali.it



ACCOMODATION
EDUCATION
SYSTEM
THE HEALTH SYSTEM
SHOPPING
TOURISM AND
CULTURE

THE EURES NETWORK



THE EURES NETWORK IN ITALY

Human resources belonging to the EURES network in Italy are more than 500. There are 50 EURES advisers and a wide network of assistants all around Italian Provinces. They assist mobile workers and the enterprises interested in recruiting staff at European level. In addition to the job-matching service, the net-

work can supply a counselling service on bureaucratic issues connected to geographical mobility, such as work contracts, social security, and social-health issues.

There are two EURES cross-border partnerships: **EURAZUR** Italy - France (Liguria - Provence/ Alpes-Côte d'Azur) and **TRANSTIROLIA** Italy-Austria-Switzerland (South Tyrol, Federal State of Tyrol, Canton of Grisons). They provide services connected to cross border workers within the involved regions.

Both the employers and candidates can contact the Italian EURES network and find the addresses on the website of the Italian Ministry of Labour www.lavoro.gov.it/Lavoro/eures and on the European Job Mobility portal www.eures.europa.eu

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FURTHER USEFUL WEBSITES

THE EUROPEAN JOB MOBILITY PORTAL
www.eures.europa.eu

MINISTRY OF LABOUR AND SOCIAL SECURITY
www.lavoro.gov.it

MINISTRY OF FOREIGN AFFAIRS
www.esteri.it

MINISTRY OF HOME AFFAIRS
www.interno.it

MINISTRY OF THE UNIVERSITY AND THE RESEARCH
www.miur.it

MINISTRY OF EDUCATION
www.pubblica.istruzione.it

MINISTRY OF THE ECONOMIC DEVELOPMENT
www.sviluppoeconomico.gov.it

MINISTRY OF TRANSPORT
www.infrastrutturetrasporti.it

MINISTRY OF HEALTH
www.ministerosalute.it

TRADE UNIONS
www.cgil.it

CGIL Confederazione Generale Italiana del Lavoro

www.cisl.it

CISL Confederazione Italiana Sindacati Lavoratori

www.uil.it

UIL Unione Italiana del Lavoro

www.ugl.it

UGL Unione Generale del Lavoro

ISFOL Institute for the Development of Workers' Vocational Training
www.isfol.it

National Tourism Agency
www.enit.it

indigo

