

# WORKING IN SPAIN



MAP  
OF  
SPAIN



## AUTONOMOUS COMMUNITIES

Andalusia  
Aragon  
Asturias  
Balearic Islands  
Canary Islands  
Cantabria  
Castilla-La Mancha  
Castilla y Leon  
Catalonia  
Extremadura



Galicia  
Madrid  
Murcia  
Navarre  
Basque Country  
La Rioja  
Valencia  
Autonomous City of Ceuta  
Autonomous City of Melilla



# LIVING AND WORKING IN SPAIN

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## 1 - INTRODUCTION

The new European Union, where almost 480 million people live, is the biggest labour and training market in the world. It is also an area in which the obstacles that prevent people from realising their full potential are slowly disappearing.

In order to make it possible for workers to exercise their right to free movement within the so-called European Economic Space (EES), the EU has created the EURES Network of European Public Employment Services. The Spanish public employment services form part of this network and they have sponsored the publication of this information guide.

Working in another country is always a challenge, a unique opportunity to get to know a country and its people and to encounter a great number of new experiences. This guide is designed to give anyone who wishes to live and work in Spain an idea of life in this country. Our intention is that this information should help you when making decisions, and, if you finally do decide to come to Spain, help you prepare for your stay here.

### Some Information on the Country

Official name: Kingdom of Spain; common name: Spain.

Spain is located in the southwest of Europe on the Iberian Peninsula and shares the peninsula with Portugal. Its total area is 504,750 km<sup>2</sup>. In addition to the mainland, Spain also includes the Balearic Islands in the Mediterranean Sea, the Canary Islands in the Atlantic Ocean, and the cities of Ceuta and Melilla in the north of Africa. It is the third largest country in Europe in terms of area and the fifth largest in terms of population.

Spain is a country with a mild climate and abundant sunshine, although there are significant variations in its weather. The northernmost climate zone runs along the coast and includes the Communities of Galicia, Asturias, Cantabria and the Basque Country. Here, there is constant, heavy rain, mild summers and relatively cold winters. To the south of this strip is the inland area, which has a continental climate. Finally, in the rest of the coastal regions, especially Andalusia and the East, the winters tend to be milder and the summers hot.

Spain has a population of 46,662,000. Currently, there are 5,600,000 foreigners registered as living here. Of these, 2,660,000 are EU citizens, which is about 12% of the total population. In recent years, a very large number of foreigners has arrived and settled in this country and it is estimated that the number of foreign residents has quadrupled since 1998.

Almost 60% of these foreigners live in the Communities of Madrid, Catalonia and Valencia. This shows that foreigners prefer to go to the big cities like Madrid, Barcelona and Valencia. Another 22.1% lives in Andalusia, the Balearic Islands and the Canary Islands. The north and west of the peninsula are the regions where there is the smallest number of foreign residents.

The Spanish state is a parliamentary monarchy. The legislative power is based on a parliament (*Las Cortes*), which has two houses: The Congress of Deputies and the Senate. Spain has both a President and a Head of State, the King. Spain is a "State of Autonomies" and is made up of 17 Autonomous Communities: Andalusia, Aragon, Asturias, the Canary Islands, Cantabria, Castilla-La Mancha, Castilla-Leon, Catalonia, the Valencian Community, Extremadura, Galicia, Balearic Islands, La Rioja, Madrid, Murcia, Navarre, and the Basque Country. Each of these regions has its own parliament and president, so that it can be said that the organization of political power in Spain is characterized by decentralization.

## Language

Spain has enormous cultural diversity and this is reflected in the number of languages spoken in the country. The official language for the whole country is Spanish or *castellano*; however, in many Autonomous Communities it coexists with other official languages, such as Basque (*euskera*), Catalan, Galician (*gallego*) and Valencian, which are each found in their own geographical areas. Although they are unofficial, other vernacular, minority languages are spoken, such as *bable* or Asturian, Leonese, Aragonese and *aranés*, a sub-dialect of Gascon.

It is very difficult to find a job in Spain if you only speak English, French or German, except for casual employment in some tourist enclaves on the islands or on the coast.

## Currency

Spain's legal currency is the Euro.

To import and export local currency a declaration must be made if the amount is over €6000 (the amount exported may not, however, exceed the amount declared on arrival in the country). Unlimited sums of foreign currency may be imported and exported but they must be declared on arrival if the amount is over €6000 per person and trip, in order to avoid customs problems when leaving Spain.

## Time

The Peninsula and Balearic Islands: GMT +1

Canary Islands: GMT.

## International Telephone Calls

If you wish to make a telephone call to Spain from abroad, you must dial the international access code of the country from which you are calling plus 34 (the country code for Spain) and the nine digit telephone number.

If you wish to call another country from Spain, you need to dial 00 followed by the country code and the telephone number.

You can make phone calls from telephone boxes. They work with either coins or cards. If you wish to make a call within Spain, you must dial the number without any kind of prefix. The number will always have nine digits, whether it is a landline or a mobile phone. The mobile phone technology used in Spain is GSM, which is incompatible with some countries, such as the United States and Japan. If your technology is compatible with GSM, you should contact the operator in your country to make sure that you can use your mobile phone in Spain (Some operators require that you activate their international service or "roaming"). Once you have completed these steps in your country of origin, you simply use your mobile phone in Spain as if it were Spanish. In other words, to make international calls, you need to dial 00 plus the country code.

## Emergency Services

1-1-2 is the one telephone number to dial for all the emergency services.

In some Communities, calls may be handled in more than one language but, in any case, the emergency services operate 24 hours a day, 365 days a year.

Other telephone numbers of interest are:

National police: 091  
Local police: 092  
Ambulances: 061  
Fire brigade: 080

## **2 – FREE MOVEMENT OF WORKERS**

EES citizens can travel, live and work freely in any member country and enjoy the same rights as the nationals of the country chosen. This right to free movement also applies to the members of their families, whatever their nationality, but with some specific requirements.

Therefore, as a citizen of an EES member country, you can work in any job in Spain, whether employed by someone else or self-employed, without having to apply for a work permit. You will have the same rights as Spanish citizens as regards wages, working conditions, access to housing, vocational training, Social Security and trade union membership, with some specific exceptions that are recognised in the Treaty of European Union regarding access to jobs in the civil service.

To enter Spain it is only necessary to have a valid identity card or current passport. You can stay for three months to look for work or to set up on your own account as a self-employed worker. If at the end of the three months you still have not found a job, you have the right to remain longer if you continue to look for work and you have a real possibility of finding it.

### **Documentation Needed**

Within three months of entering Spain, you must apply at the Foreigners' Office (*Oficina de Extranjeros*) or a police station to be registered in the Central Register of Foreigners (*Registro Central de Extranjeros*). To do this, you need to present your valid passport or identity card and pay a fee. The office will give you a certificate of registration with your *NIE* number (foreigner's ID number). This process has replaced the former Community resident's card application.

For more information and to download the registration form, go to:

[http://www.mir.es/SGACAVT/extranje/ciudadanos\\_UE/estancia\\_residencia.html](http://www.mir.es/SGACAVT/extranje/ciudadanos_UE/estancia_residencia.html)

Foreigners who have links with Spain due to economic, professional or social interests must have a unique, exclusive, personal number called a NIE (Foreigners' ID Number) for the purposes of identification. This number is given to you automatically when you register for the Register of Foreigners but you can also apply for it separately. For more information and the application form for the number, go to:

[http://www.mir.es/SGACAVT/extranje/regimen\\_general/identificacion/nie.html](http://www.mir.es/SGACAVT/extranje/regimen_general/identificacion/nie.html)

### **Other Useful Procedures**

Everyone who lives in Spain is obliged to register with the municipality where they live. To do this, you must go to your local town hall. The certificate of registration is required for many administrative processes, such as registering your children in school, obtaining a health card, registering with the employment office and voting in the municipal elections.

Another indispensable document if you decide to live in Spain is your NIF (tax ID number), which you can get from the tax office (see the corresponding section below).

See also the section on Social Security for information on how to obtain a Social Security number and a health card.

## **Family Members of Community Citizens**

### **Residence Card**

The members of a Community citizen's family who are not nationals of a member country may reside in Spain for more than three months. To be able to do so, they must obtain a "residency card for EU citizen family members" from a Foreigners' Office within three months of their entry into Spain. The office will give them a receipt immediately, which serves as proof that their status is legal until the card arrives.

## **3 – JOB MARKET**

Between the second half of 2008 and the first half of 2009, the Spanish economy was plunged into a deep recession. In the second quarter of 2009, GNP had fallen by 4.2% from the same period in 2008. This drop in economic activity was accompanied by a heavy increase in unemployment.

The statistical information provided by the Survey of the Active Population (Spanish initials, EPA) shows a sudden change in trend when compared to the labour market of previous years. In just 12 months – between the second quarter of 2008 and the same period in 2009 – employment had fallen by 1,480,200 people, which means that 7.25% of existing employment had been lost. The number of unemployed has risen by 1,755,900 people during this same period, making the unemployment rate 17.92% (it should be remembered that the rate of activity has continued to grow).

The Autonomous Communities with the lowest rates of unemployment are the Basque Country with 10.52%, Cantabria with 11.71% and Navarre with 12.23%. In contrast, the regions worst affected are the Canary Islands with 25.73% unemployment, Andalusia with 25.41% and the Valencian Community with 21.22%.

One of the main changes that this crisis is bringing to the job market is the distribution of unemployment by sex. In 2009, for the first time in a number of decades, the number of unemployed men (2,289,100) was higher than that of women (1,848,400). However, the rate of female unemployment continues to be somewhat higher because fewer women have joined the labour market.

Unemployment is growing in practically all age groups (except for women under the age of 20) but it is most notable among men between the ages of 25 and 54. Foreign workers are another group that is particularly affected; they have an unemployment rate of 28% (as compared to 16% for Spaniards).

As far as the effect of change on the different economic sectors is concerned, between the middle of 2008 and the same period in 2009, the destruction of employment has been generalized but job losses were especially heavy in industry and construction, even though the services and agriculture were also seriously affected.

### **Qualified Employment**

Infoempleo 2008, the report that analyzes the jobs on offer that require qualifications, noted that the Autonomous Communities of Madrid and Catalonia were the areas where the greater part of these jobs (35%) were located, although this concentration is now being diluted and favouring other regions.

If we look at the qualifications required, the greatest demand continues to be for technical diplomas, which make up 50.9% of the jobs on offer that require some kind of qualification. In second place are diplomas in the legal and social areas, which make up 30.9% of the jobs in

demand. Diplomas in the sciences and health and in the arts are very much less in demand: slightly less than 15% for the former and a little over 3% for the latter.

### **Employment Opportunities**

The perceptible change in Spain's business cycle in recent months is also affecting the demand for workers. Notable changes have occurred in the sectors that do offer opportunities for employment. Jobs related to the building trade have ceased to be most in demand and this has become the sector in which most jobs have been lost. Other sectors have continued to grow in recent years, although to a lesser extent, since their demand for manpower has slowed down and they have begun to get rid of workers. These include the manufacture of equipment goods, the manufacture of furniture and other building trade related goods, the automobile industry, retail commerce, land transport and real estate.

However, other productive sectors are continuing to create employment: the post office and communications, hotels and catering, the civil service, research and development and, above all, health and social services. The following subsectors are also generating employment, although to a lesser degree: forestry work, the food and drink industry, recycling, education, public sanitation, special interest groups, recreational, cultural and sporting activities and a variety of activities related to personal services.

The following are among the occupations that are most in demand by companies:

Salespeople and sales representatives.

Computer experts.

Financial experts.

Industrial engineers.

Doctors (various specializations).

Pharmacists.

Shepherds.

Water treatment plant operators.

Occupational therapists.

Electromechanical equipment maintenance technicians.

The offers managed by the Eures Network - Spain are related to the following professions:

Professionals in the arts, entertainment and sports.

Doctors.

Cooks.

Waiters, bar persons and similar jobs.

Motor vehicle mechanics and adjusters.

Employees with direct contact with the public.

Receptionists and information desk employees.

Health care personnel with a university degree.

### **4 – FINDING WORK IN SPAIN**

Because of the economic crisis that is affecting the country, among other reasons, finding work in Spain is not an easy task. Therefore, you should use all the resources available (acquaintances, family members, the press, information centres, professional associations, etc.), as well as the EURES network and a large amount of imagination and creativity.

You should also bear in mind that knowing Spanish is a basic requirement for working in Spain. The main systems for job seeking are:

### **Public Employment Services**

The Spanish National Public Employment Service and the Autonomous Community (regional) employment services have a network of offices whose services all workers can use.



All those over sixteen years of age can register with the public employment services if they show a valid identity document or passport, as long as they have a fixed address. To enter professions that require a diploma, it will be necessary meet the requirements for exercising this profession in Spain.

The services that the employment services provide are: job offers, professional counselling, occupational vocational training, processing unemployment benefits, information on measures to promote employment, etc.

The addresses of the offices can be found in the telephone directory or on the National Public Employment Service web site, which has links to the Autonomous Community public employment services. Some of these services have information about job offers on their web sites. Many have information and useful addresses for finding work as well as job seeking guides. To find the websites of the Autonomous Community employment services, see the Useful Addresses section of this guide.

<http://www.sepe.es>

The public employment services have also created a national web site where you can find job offers from all over Spain:

<http://www.sistemanacionalempleo.es>

### **EURES (European Employment Services)**

EURES is a network for cooperation between the European Commission, the national employment services of the member states, Norway, Switzerland, Liechtenstein and Iceland and, in the case of border areas, the organizations that represent the social interlocutors.

It can be useful to contact the EURES network in your own country. Contact your public employment service. They will provide you with information on job offers in Spain and other information of interest to help you decide on and/or develop your mobility plan.

EURES has an Internet portal on which you can find information on mobility and a data base of job offers in member countries, as well as an application for posting your CV online. You can access this information at:

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

### **Placement Agencies, Recruitment Companies and Temporary Work Agencies**

Placement agencies are another intermediary in the Spanish job market. They are non-profit organizations and are authorized by the Labour Department. Their services may not be free, but you pay only the cost of their expenses. The Autonomous Community employment services will provide you with information on these organizations and the services that you can obtain from them.

There are also companies that specialize in Human Resources selection. They tend to use the press and Internet to find candidates.

Temporary work agencies are always denoted with the letters ETT (from the Spanish for Temporary Work Agency). They hire workers directly and then sign an availability contract with the user company, delegating the management and control of the work to be performed to that company. These agencies are especially useful when looking for temporary employment.

[http://www.mtin.es/es/empleo/ett-OIA/ett\\_idx.htm](http://www.mtin.es/es/empleo/ett-OIA/ett_idx.htm)



## Communications Media

All the Spanish national, regional and provincial newspapers have a daily employment section, although more job offers are published in their Sunday editions. Public television also has special employment programmes. One well known programme is “*Aquí hay trabajo*” (There’s Work Here), which is broadcast at 9:45 a.m. from Monday to Friday on Channel 2 (RTVE).

There is a growing trend for companies to use the Internet to publish their job offers. They use their web sites to publicize themselves and there is usually a Human Resources section. You should look for a link on company web sites that is labelled “Work with Us” or “Employment”. There are also special employment web sites.

Some of the national newspapers are *El País*, *ABC*, *El Mundo*, *La Razón* in Madrid, and *El Periódico* and *La Vanguardia* in Barcelona. They all have a special job supplement in their Sunday editions.

Newspapers are published in German, English and French in the main tourist areas of Spain. They also offer listings of job offers where a knowledge of foreign languages is usually an indispensable prerequisite.

The international press tends to publish job offers for Spain, although these are mostly directed at managers or technical and professional personnel.

Professional newspapers and journals available in the EES can be a useful source of information about work in Spain, especially if they have a specialized job offers section. And, finally, there are Spanish publications that specialize in employment and job offers.

El Mundo	<a href="http://www.elmundo.es">http://www.elmundo.es</a>
El País	<a href="http://www.elpais.com">http://www.elpais.com</a>
ABC	<a href="http://www.abc.es">http://www.abc.es</a>
La Razón	<a href="http://www.larazon.es">http://www.larazon.es</a>
El Periódico	<a href="http://www.elperiodico.es">http://www.elperiodico.es</a>
La Vanguardia	<a href="http://www.lavanguardia.es">http://www.lavanguardia.es</a>
Busca medios	<a href="http://www.buscamedios.com/recursos/empleo.htm">http://www.buscamedios.com/recursos/empleo.htm</a>
Expansión y Empleo	<a href="http://www.expansionyempleo.com/">http://www.expansionyempleo.com/</a>

## Chambers of Commerce

Chambers of Commerce, both in your home country and in Spain, are another possible source of information on the Spanish economy and companies. Of particular interest is their advice on becoming a self-employed worker.

<https://www.camaras.org>  
<http://www.camerdata.es/> (files on companies)  
<http://www.vue.es/> Ventanilla Empresarial Única (One-Stop Business Desk). Procedures for creating companies

## Associations, Professional Associations and Trade Unions

Other sources of information are professional associations and trade unions. In Spain, some professions have an official association to which it is necessary to belong in order to exercise that profession.

## Self-Candidacy and Personal Contacts

Another possible method that you can use is unsolicited or spontaneous application. In this case, the candidate sends a cover letter and a CV to the companies that, because of their type of activity, could be interested in his or her profile, even though at that moment they may not have a specific selection process open.

Contacts and personal relationships can be very useful for finding employment. If you have friends or family in Spain, it is a good idea to tell them that you are looking for work since many vacancies are filled through personal contacts and referrals.

## **CV and Cover Letter**

Some companies provide an application form but it is more usual to send in a curriculum vitae and a cover letter to apply for a job. This may be done in response to an offer or an advertisement in the press or be an unsolicited application.

**Cover letter:** This is not just a simple formality: it is your visiting card and the first impression that a company gets of you. Unless it is indicated to the contrary, the letter and the CV must be written in Spanish. Type the letter on a computer in A4 format, on one single page. It should be concise and use formal language. The content of the letter must be directly relevant to the position that you are applying for. Avoid using standardized "boilerplate" letters.

**Curriculum Vitae:** There are no strict rules on how to create a CV but here is some advice that may be helpful. It must be well organized, clear and concise, and word processed on a computer. It should be kept to a maximum of two pages in DIN A4 format. It is not necessary to include a photograph, although it may be advisable for some positions. Do not attach diplomas and certificates unless this is required; these you can take to the interview. Use direct language and simple sentences and avoid acronyms and abbreviations.

**Structure:** Personal Information: name, nationality, full address, telephone number (including international prefix), e-mail address, etc.

**Education and Training:** Include all your academic education and any additional training. For positions where these may be evaluated, it is a good idea to include a separate section listing your language and computer training. When listing your academic education, only include the title of the highest degree that you have been awarded, together with the name of the institution, its location and the date when your studies ended.

**Experience:** This may be organized in chronological order, reverse chronological order or by professional area. Mention the companies, professions, dates and tasks accomplished.

**Other information:** This is an optional, open-ended section that can be used to include other information that could be useful when doing the job; for example, whether you have a driving license or are willing to travel, etc. It is not usual to include references, although in this section you can put the phrase "References are available on request".

Model CVs and advice on how to write them can be found on most Spanish public employment web sites.

## **5 – SOCIAL SECURITY, HEALTH AND UNEMPLOYMENT BENEFITS**

As long as certain requirements are met, the Social Security Administration guarantees Spanish citizens and, where appropriate, foreign residents of this country a series of financial benefits and assistance to prevent, compensate for and overcome certain types of misfortune or specific situations of need, such as illness, temporary or permanent disability, retirement or the death of a family member.

The Spanish Social Security system is managed and administered by, among others, three public bodies that belong to the Ministry of Labour and Immigration: the National Institute of Social Security (Spanish initials, INSS), the General Treasury of the Social Security (Spanish initials, TGSS) and the Marine Welfare Institute (Spanish initials, ISM).

Community Regulations on Social Security are applicable to nationals of the member states of the European Union or of the European Economic Space, whether employed by someone else or self employed, who are or have been subject to the legislation of one or several of these states. Also included are students, civil servants and stateless persons or refugees who are residents of one of the member states, as well as their families and survivors. Because of an agreement between the European Union and Switzerland on the free movement of individuals, these regulations also apply to Swiss nationals.

## **Health Care**

The quality of health care in Spain is quite good. There are both public hospitals (that belong to the Social Security) and private ones. The basic Spanish Social Security health care network is organized around primary care centres, known as "Health Centres", specialized care centres and hospitals. Spain has reciprocal health care agreements with a number of countries (including all the countries in the European Union). The citizens of these countries need to apply for a European Health Card in their home country to be able to use the public medical services in Spain.

The regional governments manage health care through their own public health services as part of the national health system. You can request lists of hospitals and health centres at the local offices.

Treatment is free under the public Social Security system. If specialist treatment is required, the doctor will send the patient to a specialist with an official report. The Spanish Social Security system's pharmaceutical benefits provide medicines to users at reduced cost. This ranges from a 40% reduction up to free medicines for pensioners. Some medicines are not covered by the Social Security system.

Hospital treatment is free under the Social Security system and patients also have a right to receive certain services, such as prostheses, orthopaedic appliances, transfusions, etc., free of charge when they are needed.

All workers who are employed by someone else must register and pay monthly Social Security contributions through their employer. Self-employed workers pay directly into the system. You will be given a Social Security card that entitles you to free hospital and medical treatment.

You can also take out private health insurance by contacting one of the many private health companies existing in Spain. They are listed in the telephone directory under "*Sociedades Médicas*" (Medical Companies). In this case, the cost of treatment is not refunded, except in certain cases of emergency.

## **Addresses of Interest**

Web site: *Ministerio de Sanidad y Consumo* (Ministry of Health and Consumer Affairs)

<http://www.msps.es>

*Oficina de Información Administrativa y Atención al Ciudadano* (Office of Administrative Information and Customer Support). This information can be requested in person, in writing or by telephone from: P.º del Prado, 18-20 (planta baja). 28014 Madrid Tel.: 910-400-100 / 91 Fax: 915-964-480

## Links to the Autonomous Community Health Councils

Community/city/department/council.

- Basque Country Department of Health:  
<http://www.osasun.ejgv.euskadi.net/r52-2536/es/>
- Catalonia *Servei Català de la Salut* (Catalan Health Service):  
[www.gencat.net/catsalut](http://www.gencat.net/catsalut)
- Galicia Health Council:  
<http://www.sergas.es/>
- Andalusia Health Council:  
<http://www.juntadeandalucia.es/salud/sites/ksalud/portal/index.jsp>
- Asturias Health and Medical Services Council:  
<http://www.princast.es>
- Cantabria Health, Consumer Affairs and Social Welfare Council  
<http://www.scsalud.es/>
- La Rioja Health and Social Services Council:  
<http://www.larioja.org/>
- Region of Murcia Health and Consumer Affairs Council:  
<http://www.murciasalud.es/principal.php>
- Valencian Community Health Council:  
<http://www.san.gva.es/>
- Aragon Health, Social Welfare and Employment Council:  
<http://portal.aragon.es/portal/page/portal/SAS>
- Castilla-La Mancha Health and Social Welfare Council:  
<http://pagina.jccm.es/sanidad/index.htm>
- Canary Islands Health Council:  
<http://www2.gobiernodecanarias.org/sanidad/>
- Navarre Health Council:  
<http://www.cfnavarra.es/Salud/>
- Extremadura Health and Consumer Affairs Council:  
<http://www.syc.juntaex.es/>
- Balearic Islands Health and Consumer Affairs Council:  
<http://www.caib.es/govern/organigrama/area.do?lang=es&coduo=11>
- Community of Madrid Health Council:  
<http://www.madrid.org/sanidad>
- Castilla-Leon Health Council:  
<http://www.jcyl.es>
- City of Ceuta Health and Consumer Affairs Council:  
<http://www.ceuta.es:8080/sanidad/principal/>

## Unemployment Benefits

In Spain, those who work for someone else (except for civil servants and those who do not pay contributions for unemployment, such as domestic employees) are covered by compulsory insurance against loss of employment. The contributions for this coverage are paid by the employers and the workers.

The Spanish unemployment benefit system has two levels of coverage:

### Contributory Level Benefits

All workers employed by someone else are entitled to receive contributory level unemployment benefits if they have contributed to the Social Security's General Scheme for more than 360 days and they have partially or completely lost their job for reasons beyond their control.

### Welfare Level Benefits and Allowances

Workers who are legally unemployed and registered with the Public Employment Services but are not entitled to contributory benefits or whose benefits have run out can apply for an allowance or a welfare level unemployment benefit if they meet any of the conditions for specific special groups (people with a low income, family responsibilities, or over 52 years of age, etc.).

The Spanish unemployment benefit system is managed by SPEE (National Public Employment Service). If you lose your job while you are in Spain, contact your local SPEE office, where they will give you information on your entitlement to unemployment benefits and how to apply for them.

### Exporting Unemployment Benefits

If you are receiving benefits or an allowance for unemployment in your own country or in any other country in the EES, you can export them to Spain or another member state for a maximum of three months in order to seek employment.

Before leaving, it is necessary to:

- Have made yourself available to the public and employment service in your country of origin for at least four weeks
- Request a form E-303 and inform the office of the actual date of departure

On arriving in Spain it is necessary to:

1. Register as a job seeker with the Spanish Public Employment Service office nearest your home in Spain within seven days of leaving your country of origin.
2. Apply to export your unemployment benefits. To do this, you need:
  - Passport or ID card.
  - Official application form for benefits.
  - Form E-303 proving your entitlement to benefits.

Remember that the process can take up to two months. For further information, see the addresses of the offices and download the official application form from:

<http://www.sepe.es>

Finally, if you do work in Spain, it is a good idea to ask the National Public Employment Office for a form E-301 before you leave this country. This form will show the periods during which

you have contributed in this country so that they can be taken into account when calculating other benefits in another EES country.

## 6 - TAXES

One of the most important things to do after arriving in the country is to register with the national tax office (*Agencia Estatal de Administración Tributaria*). Remember to bring with you the necessary tax documents from your country of origin and the certificates proving that you completed all pending tax affairs before leaving. On arrival, do not forget that you may need to open a bank account and remember to put aside enough money to be able to pay your taxes.

### Direct Taxes

#### Individual income tax (IRPF)

This is a personal, direct tax on individual income that varies according to personal and family circumstances.

**What does the IRPF understand by income?** All returns, gains and losses on assets, regardless of the place where this occurred and of the contributor's place of residence.

**What is taxed?** Only the available income of the contributor, which is the result of subtracting the personal and family minimum from the total income.

**Who is obliged to pay taxes?** Individuals who have their normal residence in Spain. It is understood that the contributor has his or her normal residence in this country:

a) When the individual remains in Spain for more than 183 days in a calendar year.

To determine this period, sporadic absences will be counted, except when the contributor proves that his or her tax residence is in another country

b) When, directly or indirectly, the main focus or base of the individual's activities or economic interests is in Spain.

c) It is presumed, unless proven to the contrary, that the contributor is normally resident in Spain when, according to the previous criteria, his or her spouse, from whom he or she is not legally separated, and their under-age dependant children normally reside in Spain.

**Who is NOT obliged to declare?** Contributors whose entire income from work comes from one payer and is less than 22,000 euros per annum. When this income comes from more than one payer, 11,200 euros per annum.

**When are income tax declarations made?** This tax is declared in the months of May and June of the following year. Not submitting a declaration or doing so outside the established time limit leads to sanctions being imposed, as for other taxes.

Special tax scheme for NON-resident Income Tax (Spanish initials, IRNR).

The IRNR is a direct tax on the income earned in Spain by individuals or entities that are not resident.

The parameters that define which IRNR scheme is applicable to contributors are:

Non-residence in Spain

The existence of income earned in this country

Concurrence or not on the existence of a permanent establishment

The existence or not of an applicable double taxation agreement (Spanish initials, CDI) between Spain and the country of residence of a Spanish non-resident.

To decide the overall tax liabilities of non-residents, it is necessary to consider both tax legislation and the various treaties and international agreements that have been signed by the Spanish government and are currently in force.

### **Companies Tax**

Whether or not these taxes are imposed is decided by residence in Spain. Companies are considered resident if they meet the following requirements:

- They were constituted in accordance with Spanish law
- Their address is in Spain
- Their real headquarters are in Spain

### **Inheritance and Gift Tax**

This is a tax on acquiring goods and rights, either by being the successor to it (Inheritance) or by receiving free title "inter vivos" (Gifts).

<http://www.agenciatributaria.es>

### **Indirect Taxes**

#### **Value Added Tax (IVA)**

VAT or IVA is a tax on the delivery of goods or the performance of services by business people and professionals and on the exporting of goods, apart from certain legally established exemptions. The rates applied vary from 4% for goods considered to be necessities to the normal rate of 16%.

#### **Tax on Asset Transfers and Documented Legal Actions**

This is a tax on the transfer "inter vivos" of assets and rights with an onerous economic value and on documents for legal actions that have been formalized or have a legal effect in Spain. The applicable rate varies according to the type of asset transfer or the legal action documented (notarized, mercantile, administrative or judicial actions).

### **Special Taxes**

The special taxes (Spanish initials, IE) indirectly tax, once only, the consumption of specific goods, including the manufacture, importation and, where appropriate, entry into the country of taxable products. These taxes include:

- The special tax on certain forms of transport (Spanish initials, IMT).
- The special taxes on manufacturing: The tax on alcohol and alcoholic beverages, tax on hydrocarbons, tax on tobacco manufacturing and tax on electricity.
- Special tax on coal.

### **Local Taxes**

#### **Property Tax**

This tax, known as IBI, is levied on the ownership of property.



## Tax on Economic Activities

This tax is levied on the exercise of any business, professional or artistic activity. The activity is exempt from tax if the amount earned is more than 1,000,000 euros.

## Mechanical Vehicle Tax

This tax (Spanish initials, IVTM) is levied on the ownership of mechanical vehicles that are suitable for use on the public highways.

## Tax on Construction, Installations and Worksites

This tax is levied on any construction, insulation or work site for which a town planning permit is required.

## Tax on the Rise in Value of Urban Land

This tax is levied on the increase in the value of urban land that occurs when property is transferred.

<http://www.aeat.es>

Ministry of Economy and Treasury (*Ministerio de Economía y Hacienda*)

<http://www.meh.es>

C/Guzmán El Bueno, 139, 3.<sup>a</sup> planta.

E - 28003 Madrid

Tel.: (0034) 91-545-0709 (0034) 91-582-6767

National Tax Agency (*Delegación Agencia Estatal de Administración Tributaria*)

<http://www.agenciatributaria.es>

C/Infanta de las Mercedes, 37

28080 Madrid

Tel.: (0034) 91-583-7000

## 7 – LIVING CONDITIONS

In general terms, we can say that living conditions in Spain are acceptable and that the population enjoys indispensable social services, such as universal free healthcare and education.

In recent years, the price of housing has risen considerably, which has made housing costs the biggest household expense. In 2006, housing accounted for over 30% of the total family budget, although this decreased during 2009.

So that you can have an idea of the general cost of living in Spain, we have selected the prices of some commonly used articles. Logically, prices can vary according to the shop in which they are purchased and the geographical region.

These are the prices:

### Acommodation

Rent for a two bedroom flat: 500-900 €/month

Rent for a three bedroom flat: 700-1,200 €/month

The most expensive cities are Madrid, Barcelona and San Sebastian. The cheapest are Pontevedra, Badajoz and Lugo.

## Household Expenses

Average monthly household expenses according to the Institute of Statistics:

Water:	10.50 euros/month.
Electricity:	22.41 euros/month.
Telephone:	49 euros/month.
Gas:	16 euros/month.

Some of these services are billed every two months.

## Transport

Bus/metro: Single ticket: 1 €

A ten-trip "metro-bus" ticket costs 7.42 €

A card permitting unlimited travel for a month on the metro, city buses and local trains (RENFE) costs 40.45 € (data for Madrid).

95 octane unleaded petrol:	1.029 €/litre
98 octane unleaded petrol:	1.154 €/litre
Diesel A / Biodiesel:	0.932 €/litre

## Supermarket Products

Milk (1 litre):	0.70-1.30 €
Bread (400 gr.):	0.95 €
Eggs (dozen):	1.60 €
Sugar (1 kg.):	1.10 €
Apples (1 kg.):	1.80 € (Spanish golden delicious)
Water (1.5 litre):	0.40-0.60 €

## Leisure

Cinema ticket:	6-7 € (Madrid)
Soft drink:	2.10 €
Coffee:	1.10 €
Beer (1/2 litre):	1.80-2.50 €
Hamburger + chips + soft drink:	5.55 €

## Menu of the day

From 9 €

## Car rental

1 day 73.16 € (mid-range car)

## Hotels

Single room in ** hotel:	70 €
Single room in *** hotel:	100 €

## Miscellaneous

Local or regional newspaper:	1.10 €
Aspirin (1 box of 20 tablets):	3.20 €

## Minimum Wage for 2009

624 € gross per month

20.80 € gross per day

8,736 € gross per year

Date information was obtained: 1/10/09

## 8 – WORKING CONDITIONS

Nationals of the member countries of the European Economic Space and Switzerland have the same rights as Spaniards for wages, working conditions, training, Social Security, trade union membership, social and tax advantages, etc.

In Spain, the minimum working age is sixteen, although minors under the age of eighteen need the authorization of their parents or guardians, unless they are emancipated.

### a) Duration

Employment contracts can be indefinite (permanent) or have a specific duration (temporary). If the contract does not expressly say anything to the contrary, it is presumed that it is permanent and full time.

### b) Types of contract

**1. Permanent contracts:** A working relationship is agreed without establishing the time limit. It can be formalized in words (verbal contract) or in writing and be full time or part time.

**2. Fixed term contracts (temporary):** Temporary contracts can be made in the following cases:

**Contracts for a particular task or service:** To carry out one specific task or service that is limited in time or of an uncertain length. If it is for less than a year, to rescind the contract fifteen days' notice must be given before the end of the task or service. If the employer does not give this notice, the worker is entitled to compensation.

**Casual contracts due to production circumstances:** This type of contract has the aim of responding to special market situations, an accumulation of tasks or an excess of orders. The maximum length of this contract is six months within a period of 12 months.

**Interim contracts:** To substitute for a worker who is entitled to return to that position. The contract must specify the worker substituted and the reason for the substitution.

Training contracts are also temporary:

**Training contracts:** With this type of contract, workers receive technical and practical training that allows them to learn a profession or trade. They can be signed with workers under the age of 21 who do not have the required diploma to be able to sign a work experience contract. Some groups can also be contracted for training when they are over the age limit. This type of contract may not last for less than six months or longer than two years.

**Work experience contracts:** With this type of contract, workers acquire the professional experience corresponding to their studies. They can be signed with workers who have a university degree or a vocational training diploma or the equivalent if it has not been more than four years since the end of their studies or since these were co validated in Spain. This type of contract can last for six years if the worker is disabled.

### 3. Other types.

Contracts for domestic work and part time contracts: These contracts can either be permanent or for a specific period of time. In both cases, there must be a written contract showing the place where the services will be performed and the length of the working day.

#### c) Formalizing contracts

Employment contracts can either be verbal or in writing, although in Spain most are written. If the contract is verbal, the parties can require at any time during the validity of the contract that it be formalized in writing.

The following types of contract must always be in writing:

- Work experience.
- Training.
- Contracts for a particular task or service.
- Part time contracts.
- Permanent intermittent.
- Relief.
- Domestic.
- Contracts signed with workers hired in Spain to work for Spanish companies abroad.
- Contracts for a specific length of time that is more than four weeks.

In all cases, the employer is obliged to inform the corresponding employment office of the written or verbal contract.

#### d) Probationary period

Contracts can set a period of probation during which either party can end the contract without having to give a reason, without having to give notice and without compensation. The maximum length of time permitted for this is six months for technicians with diplomas and two months for all other workers (three months in companies with less than 25 workers).

During the probationary period, the workers have the same rights and obligations as workers on the payroll and this period is counted when calculating the time spent working at the company (length of service).

#### e) Workdays, holidays and leave

The maximum length of the normal working day is 40 hours per week of average, effective work calculated annually.

The number of normal working hours can never be more than nine a day, unless there is a collective agreement or an agreement between the company and the workers' representatives establishing a different distribution of daily work. In all cases, the rest time between workdays (a minimum of 12 hours) and the weekly rest time (an uninterrupted day and a half) must be respected.

Workers under the age of eighteen cannot do effective work for more than 8 hours a day, including, where appropriate, the hours given over to training and, if they are working for various employers, the hours worked for each one of them.

Annual holidays can be agreed individually or collectively and their annual length may not be less than 30 days, including Saturdays and Sundays.

There are also twelve national holidays and two local holidays per year.

Workers are also entitled to 15 days off for marriage and 16 uninterrupted weeks off for maternity, adoption or foster care. The father can take off part of this time if both parents work.

## f) Wages

Wages are established by collective agreement or individual contracts and comprise:

- Basic wage
- Salary bonuses: for length of service, overtime, profit sharing, bonuses for distance and transport, etc.
- Job bonuses: hardship, toxicity, danger, shift work, night work, etc.
- Production bonuses, board and lodgings, etc.

Workers must be paid at least once a month and it is the employer who withholds taxes and Social Security from the workers' wages.

One peculiar aspect of wages in Spain is that workers are entitled to at least two extraordinary pay checks annually, normally one for Christmas and the other in summer. They can also be prorated monthly if this is agreed in a collective agreement.

The government sets the minimum wage (Spanish initials, SMI) annually. This is the minimum amount below which it is illegal to contract a worker.

In 2009, the minimum wage for any activity in agriculture, industry and services was 20.80 euros/day or 624 euros/month, with no discrimination for age or sex. The annual amount including bonuses cannot be less than 8,736 euros for a full legal working day. For those working less than a full day, the wages are reduced in proportion to the time worked.

Female and male domestic employees who work by the hour receive a minimum of 4.47 euros per hour worked, including the proportion for extraordinary bonuses and holidays.

Up to date information on the minimum wage can be obtained at:

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

For information on wages, go to:

<http://www.tusalario.es/>

## g) Ending the working relationship

Work contracts can be terminated due to:

- Mutual agreement between the two sides.
- Reasons validly expressed in the contract.
- The end of the time agreed to or of the task or service that was the object of the contract.
- Resignation of the worker.
- Death, retirement or permanent, total or absolute disability on the part of the worker or the employer.
- Circumstances beyond anyone's control.
- Dismissal.
- At the request of the worker, with a justified reason.
- Legally binding, objective reasons.

If the contract is terminated or the worker is dismissed, the employer must notify the worker in sufficient time before the end of the working relationship (give him notice). This period can be between 15 and 30 days, depending on the type and length of the working relationship.

For fixed term contracts, except for interim and training contracts, workers are entitled to compensation of eight days' wages for each year of service.

If the reason is dismissal based on a decision by the employer due to the fact that the worker has not fulfilled his or her obligations, the worker must be notified in writing of the reasons and the date on which the dismissal takes effect.

If the worker does not agree with the decision, he or she must make an application for reconciliation to the local Autonomous Community Mediation, Arbitration and Reconciliation Department within 20 working days, prior to taking the claim to the Social Court.

### **Self-Employed Workers**

If you wish to become self-employed in Spain and carry out an independent economic activity, you must be over eighteen years of age and comply with a series of formalities:

- Register the start of activity with the census at the Tax Office (form 036):

<http://www.aeat.es>

<http://www.minhac.es>

- Register for Social Security at a Social Security office:

<http://www.seg-social.es>

- Register with the appropriate professional association, when this is required to exercise your profession.

If you wish to start a company, the process can be somewhat complicated if you are not familiar with the Spanish civil service, as several national, regional and local departments are involved. You can get guidance and information from the "one-stop business desks" of the Chambers of Commerce. They do not carry out any administrative processes but the information that they provide is excellent. You can consult the following web sites:

<http://www.060.es/empresa-ides-idweb.jsp>

<http://www.camaras.org>

<http://www.ventanillaempresarial.org>

If you prefer to get help from a private professional who will do all the paperwork for you, go to a *Gestoría* (an agency that obtains official documents for clients).

## **9 - ACCOMMODATION**

Renting: If you plan to rent a flat during your stay in Spain, it is advisable to go to an estate agency or consult the classified advertisements in the newspaper. You will find estate agencies listed in the Yellow Pages of the telephone directory.

<http://www.paginasamarillas.es>

There are a number of web sites that can help you to find accommodation, such as:

<http://www.fotocasa.es>

<http://www.tucasa.com>  
<http://www.idealista.com>  
<http://www.globaliza.com>  
<http://www.casa.facilisimo.com>  
<http://www.portae.com>

The local press also includes advertisements of flats for rent and in many cities there are free newspapers listing property for sale and rent.

It is necessary to sign a rental contract with the owner. A rental contract is valid in any form, including verbal, but it is advisable to have it in writing. There is an official contract form that you can buy in any *estanco* (tobacco shop).

The renter is required to put down a deposit in cash equivalent to one month's rent. In almost all blocks of flats, expenses and community services such as the doorman, cleaning, garden, swimming pool, etc., are shared among the neighbours. You will have to check your rent contract to see if these expenses are included in the rent or not.

### **Temporary Accommodation**

Those who are interested can go to a tourist office, which can give you a list of available temporary accommodation.

The Institute for Youth has cooperation agreements with town councils to offer homes for short term rent to young people under the age of 30 who have a low income and have moved away from their normal homes for reasons of work or study or to participate in events, cultural activities or sporting activities, etc. These homes can be newly built or restored buildings in the old quarter of the town.

<http://www.injuve.migualdad.es>  
<http://www.emancipacionjoven.es/empleajoven/vivienda>

Buying property: At the present time, many estate agencies in the EES are involved in buying Spanish properties. In Spain, you can go to a local estate agency. You can also ask for information on buying property in Spain from the Foundation Institute of Foreign Owners.

If you wish to find out about current market prices for new housing, the Evaluation Society makes a massive study of the market to analyze new free market housing developments that are being built in all the provincial capitals.

Some Autonomous Communities have a service called the Young People's Home Exchange, where you can obtain general information on renting, buying and selling property, specialized legal information, press releases on housing for rent and shared rooms and, above all, a list of flats that are available for rent to young people at prices lower than the market rate because of an agreement with the owners. You can find further information about services for young people from the Autonomous Communities.

European Citizens  
(Foundation Institute of Foreign Owners)  
Tel.: 96-584-2312 Fax: 96-584-1589  
E-mail: ifpo@ctv.es  
<http://www.c-euro.org>

Evaluation Society  
<http://web.st-tasacion.es/>

Yellow pages  
<http://www.paginasamarillas.es>



INJUVE. Sectorial Programme Service  
Tel.: 91-363-7593 Fax: 91-402-2194  
E-mail: [viviendaempleo@mtas.es](mailto:viviendaempleo@mtas.es)  
<http://www.injuve.migualdad.es>

## 10 – THE EDUCATION SYSTEM

The Spanish education system was modified by the Organic Law on Education (Spanish initials, LOE) of 30-05-2006.

The responsibility for educational matters has been transferred to the Autonomous Communities. In some Communities, the teaching is in both Spanish and the vernacular language spoken there.

**Registration dates:** In general, applications start in April and there is a special period in September for some training courses. Registration takes place in June or July, depending on the educational level. For the extraordinary applications made in September, registration also takes place in that month.

**School calendar:** There can be differences between the different Autonomous Communities but school starts in the middle of September and ends in June, with holidays for Christmas, Easter and summer.

The Spanish education system is organized into different stages by age:

**Pre-school education:** Pre-school education is in two stages. The first is voluntary and the second, from three to six years of age, is free.

**Basic education:** This stage is made up of primary education and compulsory secondary education (Spanish initials, ESO). It is free, compulsory and goes from the age of six to sixteen. It is taught in public, state funded and private schools (Private schools are fee paying.).

- **Primary education:** Primary education in Spain runs for six years, normally from the age of six to twelve. Teaching is focused on the Spanish language, mathematics and foreign languages.

- **Compulsory secondary education:** ESO, as it is known, lasts for four years, normally between the ages of 12 and 16. After the third year, students start to specialize, following the technological, scientific or humanities tracks, which will later define their selection of specific subjects for the *bachillerato* (the arts, sciences or humanities). Whatever the track chosen, in the end students can choose between *bachillerato*, intermediate level vocational training, professional education in the plastic arts and design and sports education.

There is a possibility for students over the age of sixteen, and exceptionally those over fifteen, who do not wish to follow any of the tracks described above to take initial professional qualifications programmes (Spanish initials, PCPI). These programmes last for two years and students are awarded a diploma in Compulsory Secondary Education and a standardized certificate.

Distance compulsory secondary education is available through the Centre for Innovation and Development of Distance Education (Spanish initials, CIDEAD) for students between the ages of six and twelve who cannot attend school regularly due to their personal circumstances.

Students who have not been awarded a compulsory secondary education diploma or have not studied previously can enter other types of training course.

**Bachillerato:** *Bachillerato*, or higher secondary education, lasts for two years, between the ages of sixteen and eighteen and has three tracks: the arts, science and technology, and the humanities and social sciences.

The title of *bachiller* allows students to go on to higher education and has implications for employment and further study.

To get a diploma, students must pass all the subjects and the General *Bachillerato* Exam (Spanish initials, PGB), which is externally administered. The exam consists of a common section, a specific section for each track and a foreign language test. Students who do not pass the PGB exam but have passed all the subjects in *Bachillerato* are awarded a certificate for employment purposes that permits them to take a test and go on to intermediate level vocational training.

The distance *bachillerato*, also provided through CIDEAD, is intended for adults and those who are in exceptional circumstances or who cannot attend ordinary schools and follow a normal timetable because of their work schedule.

Higher education: This is made up of university education, advanced artistic education, advanced level vocational training (Spanish initials, FP) or advanced level education in the plastic arts and design or sports.

**University:** University studies are organized into three cycles or levels, as established in the agreements resulting from the creation of a European Space for Higher Education. These three cycles constitute three levels of university qualification that will be called Graduate, Master and Doctor.

To promote mobility within the EES, efforts will be made to see that students spend at least one semester of their Graduate studies at a foreign university.

**The Degree of Graduate:** These studies will have a common core in each branch of knowledge and at least 60 credits must be taken, with priority given to activities with a high practical content so that students can change their official choice of degree in line with the vocation, training and experience that they have acquired during this first stage. A Graduate degree will consist of 240 credits under the European Credit Transfer and Accumulation System (ECTS), although 120 credits will allow a student to receive a Certificate of Initial University Studies (Spanish initials, CEUI). The Graduate course will end with each student's writing and defending a final paper.

**The Degree of Master:** The degree of Master can have between 60 and 120 ECTS credits. The course will end with each student's writing and making a public oral defence of a final project or paper. As well as the diploma, students will be awarded a European Diploma Supplement, which will list the training received by the student.

Students can enter this level if they have a diploma or a Graduate degree awarded by the competent authorities in the countries of the European Space for Higher Education or the equivalent from third countries. Research is one of the professional fields for which these degrees are intended, since a Master's degree can count as part of the training for receiving the degree of Doctor.

In exceptional cases, and only for the regulated professions or those related to European Parliament and Council Directive 2005/36/EC on the recognition of professional qualifications, the degree of Master will have its own directives.

**The Degree of Doctor:** In accordance with the proposals of the European Qualifications Framework, the training for becoming a Doctor has no set number of years or of ECTS credits. Three or four years of full time study are considered to be a reasonable time for obtaining this degree. The Doctorate Programme, which will be approved by the university, will include a period of training and a period of research.

As well as the diploma, graduates will be awarded a European Diploma Supplement detailing the Doctorate Programme.

Also, students can be admitted to a programme if they have a diploma or the level of a Master's degree from any country in the European Space for Higher Education or the equivalent from a third country. All these different methods of entry must be recognized by the university in the Doctoral Programme itself. Efforts will continue to be made to promote bilateral agreements between countries for the automatic recognition of levels so that student mobility at this level can be made easier.

**Further university-related information can be found at:**

<http://www.educacion.es/univeridades>

<http://www.universia.es>

**Non-Regulated Training:** Non-regulated training includes a wide variety of activities, from occupational and continuing training to the teaching of languages, business schools, distance learning, make-up classes or preparation for entry into regulated education, a social guarantee.

Occupational training: These are courses designed for unemployed workers who are registered as job seekers with the Public Employment Services. Information can be obtained from the different services. The training is free.

Continuing training: These are courses for employed workers that are given by companies, workers and trade union organizations. They are intended to improve the workers' abilities and qualifications.

Certificates of Professionalism give accreditation for professional competencies acquired through vocational training and continuing training, training and employment programmes, apprenticeship and training contracts, work experience and other non-formal methods of training.

<http://www.sepe.es>

## **Foreign Educational Institutions in Spain**

There are institutions in Spain that teach non-university courses that correspond to the education systems of other countries. Information about them can be obtained from the educational organizations in your country or your embassy.

At certain education centres, it is also possible to follow courses of study that will allow you to get a dual diploma (academic diplomas from two countries), such as the centres that come under the cooperation agreement between the Spanish Ministry of Education and Science and the British Council (the MCDE-British Council Agreement).

## **Useful Addresses**

- National Association of British Schools: Information on the schools and their locations:

<http://www.nabss.org>

- The European School (Alicante): Follows the study plan of European schools from pre-school to secondary education.

<http://www.eurasc.eu/>

## Spanish for Foreigners

Classes are given by both private and public bodies. Information can be obtained at your local Official Language School or from the Ministry of Education.

The Cervantes Institute also teaches Spanish in its own centres and organizes exams in Spain for the DELE (Diploma in Spanish as a Foreign Language), which is an official title giving the level of competency and fluency in Spanish and is awarded by the Ministry of Education and Science. You can find information on Spanish courses for foreigners in Spain, the various centres and their location at:

<http://www.cervantes.es>

## **11 – EQUIVALENCE OF CERTIFICATES AND DIPLOMAS IN THE EUROPEAN ECONOMIC SPACE**

We must distinguish between two types of recognition: recognition of a diploma for professional purposes and academic recognition. Within the latter, there are two types of recognition: standardization and covalidation (equivalence).

### **Recognition of a Diploma for Professional Purposes**

This is a process authorizing the exercise of a profession in the destination country. It does not have academic validity nor serve for any other purpose except the exercise of a profession. To obtain this recognition, the profession must be regulated in Spain. If the profession is not regulated, this process is not necessary.

Regulated professions are divided into two categories according to the regulation that affects them:

Professions regulated by sectorial directives: doctors and specialists, nurses responsible for general care, midwives, veterinaries, dentists, pharmacists and architects. Their diplomas can be directly recognized as long as the individual has been exercising that profession in another member state of the EU or an associated state (EES and Switzerland).

Professions regulated through the General Recognition System require an exam of the training covered by the applicant's diploma, which will allow entry into the profession in the destination country. In these cases, the powers of professional recognition correspond to various bodies in the national civil service or those of the Autonomous Communities.

### **Standardization and Covalidation**

Standardization gives the foreign diploma, as of the date on which the credential was granted and issued, the same effects as the Spanish diploma or academic degree with which it has been standardized, in accordance with current regulations.

Covalidation or equivalence is the official recognition of the validity for academic purposes of higher education studies made abroad, whether they end in the awarding of a diploma or not, as compared to partial Spanish university studies that permit studying in a Spanish university.

The body responsible is the Ministry of Education (for the postal address, see below).

### **The NARIC Network**

The NARIC Network or Network of Academic Recognition Information Centres was created in 1984 to help regulate the recognition of diplomas and integration into the national education system. These centres give authorized guidance and information about the academic recognition of diplomas and periods of study in other countries.

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

### Europass Supplements

To make the diplomas or training certificates of someone who moves to Spain more comprehensible for employers and institutions, it is advisable to get the Europass document for your diploma in your country of origin. You can get information about these documents from your country's National Europass Centre.

Links:

### Regulated professions

<http://www.educacion.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/reconocimiento-titulos/Profesiones-reguladas-en-Espa-a.html>

### Sectorial Directives

<http://www.educacion.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/reconocimiento-titulos/Directivas-Sectoriales.html>

### General Recognition System

<http://www.educacion.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/reconocimiento-titulos/Sistema-General-de-Reconocimiento.html>

### Covalidation and Standardization

<http://www.educacion.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos.html>

### Applications and Bodies Responsible

<http://www.educacion.es/educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/modelos-solicitud.html>

NARIC Network Spain

Ministry of Education

Subdirección General de Títulos y Relaciones con Instituciones Sanitarias

Paseo del Prado, 28 - 28014 Madrid, Spain

Tel.: +34 91-506-5593 – Fax: +34 91-506-5706

E-mail: [misabel.barrios@educacion.es](mailto:misabel.barrios@educacion.es); [nieves.trelles@educacion.es](mailto:nieves.trelles@educacion.es)

### Information on “Tu Europa” (Your Europe)

<http://ec.europa.eu/youreurope/nav/es/citizens/working/qualification-recognition/index.html>

### Europass System

<http://europass.cedefop.europa.eu/>

## 12 - CULTURE

Spanish social and cultural life is the product of many external influences received during the course of our history. Because of this, it has great richness and diversity. Many cultural activities receive direct support from the government through the Ministry of Education and Science and the Ministry of Foreign Affairs

Some of the great names in the Spanish arts have been, in painting, Velázquez, Goya, Murillo, Zurbarán, Sorolla, Picasso, Dalí and Miró; in classical literature: Cervantes, Quevedo and Lope de Vega; in music, Manuel de Falla and Albéniz.

Spain has a huge historical, artistic, bibliographical and documentary heritage that holds the key to national collective life; this country ranks third in the world in the number of historical monuments that have been declared world heritage sites.

Madrid has, for example, three great museums containing masterpieces of universal art: the Prado Museum, the Thyssen-Bornemisza Museum and the Queen Sofia National Art Centre.

In recent years, the Spanish literary industry has developed at an enormous rate, helping to make Spanish a language that is increasingly gaining ground worldwide. The Cervantes Institute not only teaches the Spanish language but also helps to promote Spanish and Latin American culture.

Spain celebrates Christmas, Easter and Carnival and each town and village has its own patron saint whose festival can last for several days. Among the best known festivals are the *Sanfermines* in Pamplona, the *Fallas* in Valencia, the Carnival in the Canary Islands, the April Fair in Seville and San Isidro in Madrid.

Many cities publish guides containing information on all the local cultural activities (concerts, exhibitions, talks, museums, painting, theatrical performances, etc.). There are many festivals to enjoy in your leisure and free time and you will find information on them at the local tourist office.

In the area of sports, most Spanish cities have excellent sporting facilities. The most popular spectator sport is football, but we should also mention basketball, handball, cycling and athletics. Other sports that are practiced with enthusiasm are golf, tennis, skiing, sport fishing and water sports such as sailing, and recently a proliferation of the so called adventure sports, such as flying ultralights, paragliding and abseiling.

One of the main attractions of Spain is the quality of the food and the variety of products. We cannot talk of a national cuisine but of many regional cuisines. Paella from Valencia, *empanadas* (turnovers) and *caldo* (broth) from Galicia, *fabada* (bean stew) from Asturias, tripe Madrid style and the Spanish omelette are some of the most typical dishes.

Social life is very important in Spain. Family and friends are the focal point of life for most Spaniards. In social relationships, it is usual to find informal and spontaneous attitudes and language and physical contact is common when greeting people. This custom of giving hugs and kisses can be surprising for people who visit Spain for the first time, as can our habit of interrupting each other, which is not considered to be bad manners but just part of spontaneous conversation. When people who do not know each other first meet, it is normal to use the formal version of "you", *usted*, but in more informal situations and moments of leisure, the use of the informal *tu* is very widespread.

The normal time for lunch is between 1:30 and 3:30 p.m. and for dinner between 9:00 and 11:00 p.m., much later than is usual in the rest of Europe. People often go out to dinner with friends, especially at the weekend.

The nightlife in Spain is legendary and one of our major attractions. Bars and discotheques stay open all night. The hotel trade is one of the most dynamic sectors in the Spanish economy.

Although there have been great changes in recent years, the family continues to be the heart of personal relationships and is very important. Maintaining links with friends is also very important. It must be said that the types of family are becoming much more varied since in Spain there is now marriage between people of the same sex and single parent families are growing in number.

You can obtain more information on subjects related to culture from:

Ministry of Culture  
Secretary of State for Culture  
Tel.: 91-701-7156 or 91-701-7157

<http://www.mcu.es/>

The Institute for Youth, INJUVE, collects and publishes information of interest to young people: young people's ID cards, hostels, exchanges, cooperation, voluntary work, courses, employment, housing, etc. It also cooperates with almost 3,000 youth information centres all over the country, which belong to the Autonomous Communities, town councils and various social initiatives.

<http://www.injuve.migualdad.es>

Before you arrive in Spain, it is advisable to find out about many general aspects of life in this country. To obtain information, contact a Spanish tourist office or a Spanish embassy or consulate.

<http://www.tourspain.es>

### **13 – LEGAL ASSISTANCE**

During your stay in Spain you are subject to Spanish law. If you have any legal problems, contact your country's embassy. Also, if you feel your rights as a Community citizen are not being respected, you may contact the SOLVIT network, which was created by the European Commission to ensure compliance with Community legislation.

<http://europa.eu.int/solvit>

SOLVIT - Spain  
Ministry of Foreign Affairs and Cooperation  
Serrano Galvache 26 - 28071 Madrid  
Tel.: 91-379-9999 Fax: 91-394-8684  
[solvit@ue.mae.es](mailto:solvit@ue.mae.es)

The Spanish constitution and its related laws establish a set of fundamental rights that are fully guaranteed. When faced with any legal problem, contact a lawyer. If you do not have one, request a legal aid lawyer from the Lawyers' Association. All detainees in any police or judicial proceedings have the right to be assisted by a lawyer.

Any person who is detained must immediately be informed of their rights and of the reasons for the arrest, and they may not be forced to make a statement.

Preventive arrest may only last as long as is strictly necessary to make the enquiries needed to clarify the facts.

In all cases, the detainee must be released or discharged after a maximum of 72 hours.



An additional legal guarantee of the right to personal freedom is the “habeas corpus” procedure, which provides for the immediate release of all detainees, who must appear before a judge, who will determine the legality or illegality of the arrest

## **14 – USEFUL TELEPHONE NUMBERS AND ADDRESSES**

### **Embassies in Spain**

Austria: Tel.: 91-556-5315 – Fax: 91-597-3579  
<http://www.bmaa.gv.at/madrid>

Belgium: Tel.: 91-577-6300 – Fax: 91-431-8166  
<http://www.diplomatie.be/Madrid>

Bulgaria: Tel.: 91-345-5761 – Fax: 91-359-1201

Cyprus: Tel.: 91-578-3114 – Fax: 91-578-2189

Czech Rep. Tel.: 91-353-1880 – Fax: 91-353-1885  
<http://www.mzv.cz/madrid>

Denmark: Tel.: 91-431-8445 – Fax: 91-431-9168  
<http://www.ambmadrid.um.dk/es>

Estonia: Tel.: 91-426-1671 – Fax: 91-426-1672  
<http://www.estemb.es>

Finland: Tel.: 921-319-6172 – Fax: 91-308-3901  
<http://www.finlandia.org/>

France: Tel.: 91-423-8900 – Fax: 91-423-8901  
<http://www.ambafrance-es.org>

Germany: Tel.: 91-557-9000 – Fax: 91-310-2104  
<http://www.embajada-alemania.es>

Greece: Tel.: 91-564-4653 – Fax: 91-564-4668  
<http://www.embagrec.org>

Hungary: Tel.: 91-413-4138 – Fax: 91-413-71 and 49  
<http://www.embajada-hungria.org/>

Iceland: Tel.: 94-431-5013 – Fax: 94-431-5210

Ireland: Tel.: 91-436-4093 – Fax: 91-435-1677

Italy: Tel.: 91-423-3300 – Fax: 91-575-7776  
<http://www.ambitaliamadrid.org/>

Latvia: Tel.: 91-369-1362 – Fax: 91-369-0020

Lithuania: Tel.: 91-702-2116 – Fax: 91-310-4018  
<http://emblituania.es>

Luxembourg: Tel.: 91-435-9164 – Fax: 91-577-4826  
[www.mae.lu/spain](http://www.mae.lu/spain)

Malta: Tel.: 91-392-3061 – Fax: 91-391-3066

Netherlands: Tel.: 91-353-7500 – Fax: 91-353-7565  
<http://www.mfa.nl/mad/ambassade>

Norway: Tel.: 91-436-3840– Fax: 91-319-0969  
[www.noruega.es](http://www.noruega.es)

Poland: Tel.: 91-373-6605 - Fax: 91-373-6624  
[www.embajada-polonia.org](http://www.embajada-polonia.org)

Portugal: Tel.: 91-782-4960 - Fax: 91-782-4972  
<http://www.embajadaportugal-madrid.org>

Rumania: Tel.: 91-350-4436 - Fax: 91-345-2917  
[www.mae.ro](http://www.mae.ro)

Slovakia: Tel.: 91-590-3861 – Fax: 91-590-3867

Slovenia: Tel.: 91-411-6893– Fax: 91-590-3868

Sweden: Tel.: 91-702-2000 - Fax: 91 308 19 03  
<http://www.swedenabroad.com/madrid>

United Kingdom: Tel.: 91-700-8200 - Fax: 91-700-8272  
<http://www.ukinspain.com>

Euroinfo. European Commission. Representative in Spain  
Tel.: 91-423-8000 – Fax: 91-576-0387  
[http://ec.europa.eu/spain/contact\\_es.htm](http://ec.europa.eu/spain/contact_es.htm)

Civil Service Information  
General information:  
[www.060.es](http://www.060.es)

Tax information:  
901-33-55-33 [www.agenciatributaria.es](http://www.agenciatributaria.es)

Social Security information:  
900-16-65-65 [www.seg-social.es](http://www.seg-social.es)

Public Information Office of the Ministry of the Interior:  
Tel.: 060 [www.mir.es](http://www.mir.es)

National Social Security Institute  
Department of International Relations  
(International Agreements).  
Padre Damián, 4-6. 28036 Madrid  
Tel.: 900-16-65-65 <http://www.seg-social.es>

National Public Employment Service  
Calle Condesa de Venadito, 9  
28027 Madrid  
Tel.: 91-585-9888 <http://www.sepe.es>

### Internet Addresses

Throughout this document, Internet addresses have been listed that relate to each section. Here is an additional list of addresses that could be useful:

Public Employment Services:  
EURES: <http://ec.europa.eu/eures/>

National Public Employment Service, INEM.  
[www.sepe.es](http://www.sepe.es)

National Employment System web portal  
[www.sistemanacionalempleo.es](http://www.sistemanacionalempleo.es)

Autonomous Community Employment Services:

Andalusia	<a href="http://www.juntadeandalucia.es/servicioandaluzdeempleo">http://www.juntadeandalucia.es/servicioandaluzdeempleo</a>
Aragon	<a href="http://inaem.aragon.es">http://inaem.aragon.es</a>
Asturias	<a href="http://www.trabajastur.com">http://www.trabajastur.com</a>
Canary Islands	<a href="http://www.gobiernodecanarias.org/empleo">http://www.gobiernodecanarias.org/empleo</a>
Cantabria	<a href="http://www.empleacantabria.com">http://www.empleacantabria.com</a>
Castilla y Leon	<a href="http://www.empleocastillayleon.com">http://www.empleocastillayleon.com</a>
Castilla La Mancha	<a href="http://www.sepecam.jccm.es">http://www.sepecam.jccm.es</a>
Catalonia	<a href="http://www.oficinatreball.net">http://www.oficinatreball.net</a>
Extremadura	<a href="http://www.empleaextremadura.com">http://www.empleaextremadura.com</a>
Galicia	<a href="http://www.xunta.es/emprego/portal.htm">http://www.xunta.es/emprego/portal.htm</a>
Balearic Islands	<a href="http://treballiinformacio.caib.es">http://treballiinformacio.caib.es</a>
La Rioja	<a href="http://www.larioja.org/empleo">http://www.larioja.org/empleo</a>
Madrid	<a href="http://www.madrid.org">http://www.madrid.org</a>
Murcia	<a href="http://www.sefcarm.es">http://www.sefcarm.es</a>
Navarre	<a href="http://www.empleo.navarra.es">http://www.empleo.navarra.es</a>
Valencian Community	<a href="http://www.servef.es">http://www.servef.es</a>
Basque Country	<a href="http://www.lanbide.net">http://www.lanbide.net</a>

Employment on the Internet

<http://www.monster.es>  
<http://www.infojobs.net>  
<http://www.trabajos.com>  
<http://www.infoempleo.com>  
<http://www.laboris.net>  
<http://www.cybersearch.es>  
<http://www.empleo.com>  
<http://www.todotrabajo.com>  
<http://www.trabajo.org>  
<http://www.recursoshumanos.net/>  
<http://www.acciontrabajo.com/>  
<http://empleo.paginas-amarillas.es>  
<http://www.oficinaempleo.com>

Job Exchanges by Specialization and/or Sector

Managers and qualified personnel	<a href="http://www.canalcv.com">http://www.canalcv.com</a>
Hotels, tourism and leisure	<a href="http://www.turijobs.com">http://www.turijobs.com</a> <a href="http://www.turiempleo.com/">http://www.turiempleo.com/</a> <a href="http://www.poraqui.net">http://www.poraqui.net</a>
Teachers and educators	<a href="http://www.internen.es/empleo">http://www.internen.es/empleo</a> <a href="http://www.educajob.com">http://www.educajob.com</a>
Computing and information technology	<a href="http://www.novanotio.es">http://www.novanotio.es</a> <a href="http://www.tecnijobs.com">http://www.tecnijobs.com</a>
Health sector	<a href="http://www.empleosalud.com">http://www.empleosalud.com</a>
Employment for the disabled	<a href="http://www.mercadis.com">http://www.mercadis.com</a>
University and recent graduates	<a href="http://www.universia.es">http://www.universia.es</a>
Secretaries	<a href="http://www.secretariaplus.com">http://www.secretariaplus.com</a>
Part time employment	<a href="http://www.empleotiempoparcial.com">http://www.empleotiempoparcial.com</a>

## Temporary work agencies (ETT)

ACCESS	<a href="http://www.accessett.com">http://www.accessett.com</a>
ADECCO	<a href="http://www.adecco.es">http://www.adecco.es</a>
ALTA GESTION	<a href="http://www.altagestion.es">http://www.altagestion.es</a>
ATTEMPORA	<a href="http://www.attempora.es">http://www.attempora.es</a>
CEPEDE	<a href="http://www.cepede.com">http://www.cepede.com</a>
FASTER	<a href="http://www.faster.es">http://www.faster.es</a>
RANDSTAD	<a href="http://www.randstad.es">http://www.randstad.es</a>
TEMPORAL TRANSFER	<a href="http://www.temporaltransfer.com">http://www.temporaltransfer.com</a>

## Communications media

El Mundo	<a href="http://www.elmundo.es">http://www.elmundo.es</a>
	<a href="http://www.elmundo.es/cobranded/empleo">http://www.elmundo.es/cobranded/empleo</a>
El País	<a href="http://www.elpais.es">http://www.elpais.es</a>
Empleo	<a href="http://empleo.elpais.com">http://empleo.elpais.com</a>
ABC	<a href="http://www.abc.es">http://www.abc.es</a>
La Razón	<a href="http://www.larazon.es">http://www.larazon.es</a>
El Periódico	<a href="http://www.elperiodico.es">http://www.elperiodico.es</a>
La Vanguardia	<a href="http://www.lavanguardia.es">http://www.lavanguardia.es</a>
Empleo	<a href="http://www.servijob.com">http://www.servijob.com</a>
La Estrella Digital	<a href="http://www.estrelladigital.es/">http://www.estrelladigital.es/</a>
"Sur in English"	<a href="http://www.surinenglish.com">http://www.surinenglish.com</a>
Heraldo de Aragón	<a href="http://www.heraldo.es">http://www.heraldo.es</a>
Spanish Radio and Television (RTVE)	<a href="http://www.rtve.es">http://www.rtve.es</a>
TVE programme "There's Work Here" ( <i>Aquí hay trabajo</i> )	<a href="http://ofertasempleo.net/">http://ofertasempleo.net/</a>

## Information on companies

Company search	<a href="http://www.iberinform.es/">http://www.iberinform.es/</a>
Exporters	<a href="http://directorio.camaras.org">http://directorio.camaras.org</a>
Europages	<a href="http://www.europages.es">http://www.europages.es</a>
Setting up a company	<a href="http://www.ventanillaempresarial.org/">http://www.ventanillaempresarial.org/</a>
	<a href="http://www.vue.es">http://www.vue.es</a>
Chambers of Commerce	<a href="http://www.camerdata.es/">http://www.camerdata.es/</a>
Spanish Small and Medium Size Business (PYME) Confederation	<a href="http://www.cepyme.es">http://www.cepyme.es</a>

## Working conditions

Employment guide	<a href="http://www.mtin.es/es/Guia/entrada.htm">http://www.mtin.es/es/Guia/entrada.htm</a>
Wages	<a href="http://www.tusalarario.es">http://www.tusalarario.es</a>
Collective agreements	<a href="http://www.boletinesoficiales.com/">http://www.boletinesoficiales.com/</a>

## Civil service

General website:	<a href="http://www.administracion.es">http://www.administracion.es</a>
	<a href="http://www.060.es">http://www.060.es</a>

Ministry of Labour and Immigration.	<a href="http://www.mtin.es/">http://www.mtin.es/</a>
Ministry of Public Administration	<a href="http://www.map.es">http://www.map.es</a>
Ministry of Foreign Affairs and Cooperation	<a href="http://www.mae.es">http://www.mae.es</a>
Ministry of Economy and Treasury	<a href="http://www.minhac.es">http://www.minhac.es</a>
Ministry of Education and Science	<a href="http://www.mec.es">http://www.mec.es</a>
Ministry of Justice	<a href="http://www.mju.es">http://www.mju.es</a>
Ministry of Health and Consumer Affairs	<a href="http://www.msc.es">http://www.msc.es</a>
Ministry of the Interior	<a href="http://www.mir.es">http://www.mir.es</a>
Ministry of Development	<a href="http://www.fomento.es">http://www.fomento.es</a>
Ministry of Culture	<a href="http://www.mcu.es/">http://www.mcu.es/</a>

Ministry of Agriculture, Fisheries and Food  
Ministry of the Environment  
Ministry of Housing  
Ministry of Industry, Tourism and Commerce  
National Institute of Statistics  
Tax Office Taxes  
Institute for Youth

<http://www.mapa.es>  
<http://www.mma.es>  
<http://www.mviv.es>  
<http://www.mityc.es>  
<http://www.ine.es/>  
<http://www.aeat.es>  
<http://www.injuve.mtas.es/>

#### Autonomous Community Civil Service

Junta de Andalucía:  
Autonomous Community of Aragon:  
(Government of Aragón):  
Autonomous Community of Asturias  
(Principality of Asturias):  
Autonomous Community of the Balearic Islands  
Autonomous Community of the Canary Islands:  
Autonomous Community of Cantabria:  
Community of Castilla-La Mancha:  
Autonomous Community of Castilla-Leon:  
Autonomous Community of Catalonia:  
Autonomous Community of Extremadura:  
Autonomous Community of Galicia:  
Autonomous Community of Madrid:  
Autonomous Community of Murcia:  
Foral Community of Navarre  
Autonomous Community of the Basque Country:  
Autonomous Community of La Rioja:  
Autonomous Community of Valencia:  
Autonomous City of Ceuta:  
Autonomous City of Melilla:

<http://www.juntadeandalucia.es>  
  
<http://www.aragob.es>  
  
<http://www.asturias.es>  
<http://www.caib.es>  
<http://www.gobiernodecanarias.org>  
<http://www.gobcantabria.es>  
<http://www.jccm.es>  
<http://www.jcyl.es>  
<http://www.gencat.net>  
<http://www.juntaex.es>  
<http://www.xunta.es>  
<http://www.madrid.org>  
<http://www.carm.es>  
<http://www.cfnavarra.es>  
<http://www.euskadi.net>  
<http://www.larioja.org>  
<http://www.gva.es>  
<http://www.ceuta.es>  
<http://www.melilla.es>

#### Accommodation and Travel

##### Finding a flat

<http://www.fotocasa.es>  
<http://www.excoge.com>  
<http://www.enalquiler.com>  
<http://www.loquo.com>

##### Housing (information on)

<http://www.paginasamarillas.es>  
<http://www.tuviviendajoven.com>

Prices (Evaluation Society)  
Youth hostels  
Sleep in Spain  
Travel

<http://www.st-tasacion.es/boletin.html>  
<http://www.reaj.com>  
<http://www.sleepinspain.com/>  
<http://www.viamichelin.es>

##### Street maps and maps

<http://www.maporama.com>  
<http://www.viamichelin.es>  
<http://callejero.paginas-amarillas.es>

Air transport  
Trains

<http://www.iberia.com>  
<http://www.renfe.es>

#### Tourism, culture, accommodation and travel

Official web site  
Others

<http://www.tourspain.es>  
<http://www.sispain.org/>

<http://www.red2000.com/spain/1index.html>  
<http://www.spaindata.com>

## Education

Education	<a href="http://www.worldstudent.com/esp/exterior/espana/index.shtml">http://www.worldstudent.com/esp/exterior/espana/index.shtml</a> <a href="http://www.educaweb.com">http://www.educaweb.com</a> <a href="http://www.eurydice.org">http://www.eurydice.org</a> <a href="http://www.programabecas.org">http://www.programabecas.org</a> <a href="http://www.navegadorcolon.org">http://www.navegadorcolon.org</a>
Universities	<a href="http://www.universia.es">http://www.universia.es</a>
Learn Spanish (Cervantes Institute)	<a href="http://www.cervantes.es">http://www.cervantes.es</a>
Royal Spanish Language Academy	<a href="http://www.rae.es/">http://www.rae.es/</a>
Spanish language web site	<a href="http://www.el-castellano.com/index.html">http://www.el-castellano.com/index.html</a>
Postgraduate studies	<a href="http://navegadorcolon.org">http://navegadorcolon.org</a>
Scholarships	<a href="http://www.programabecas.org">http://www.programabecas.org</a>
Other Sources of Information	
EURES (Info. on living and working conditions)	<a href="http://ec.europa.eu/eures/">http://ec.europa.eu/eures/</a>
Your Europe – Citizens	
<a href="http://ec.europa.eu/youreurope/nav/es/citizens/index.html">http://ec.europa.eu/youreurope/nav/es/citizens/index.html</a>	
Foreign embassies in Spain	<a href="http://www.mae.es/">http://www.mae.es/</a>
Institute for Youth	<a href="http://www.injuve.migualdad.es/">http://www.injuve.migualdad.es/</a>
Yellow pages	<a href="http://www.paginasamarillas.es">http://www.paginasamarillas.es</a>
Segunda Mano (job and real estate ads, etc.)	<a href="http://www.segundamano.es">http://www.segundamano.es</a>
Anuntis (job and real estate ads)	<a href="http://www.anuntis.com">http://www.anuntis.com</a>

## 15 DON'T FORGET

**Before going to Spain to look for a job** or for an interview, there are some important documents that you should not forget:

- Valid EU/EES passport or identity document.
- Translated Curriculum Vitae (carry several copies), letters of introduction and references from your former employers and photocopies of your academic diplomas and courses. It is a good idea to have your CV and letter of introduction in an electronic format so that you can update and/or modify them.
- European Health Card issued by the Social Security system of your country (Form E-100).
- Form for contributions paid in (E-301), if appropriate.
- Form for exporting benefits (E-303), if appropriate.
- Photocopy of your birth certificate and family certificate.
- Certified translation of your diploma, if appropriate.
- Any other permits or licences that you think may be useful; for example, your driving licence.

**Before accepting a job offer, make sure that you:**

- Understand the terms and conditions of the employment contract. It is important to find out who pays travel expenses and accommodation, you or the employer.
- Find out how your wages or salary are paid and how often.
- Find some accommodation in Spain.
- Have adequate health insurance coverage.
- Have enough money until you receive your first wages or go home, if this is necessary.

**Before going home, it is important to:**

- Ask the employment office for a form E-301, etc., to certify that you have paid contributions in Spain and to use for any future benefits to which you may be entitled.
- Make use that you have saved all the personal documentation that proves that you had a working relationship in Spain (employment contract, payslips, etc.).
- Take care of your taxes at the tax office.
- Make sure that your rent contract, water and electricity connections, bank accounts, etc. have all been cancelled.

Remember that it can take time to get all these documents, so it is advisable to request them well in advance.