



**Are you a foreigner in the Czech Republic?**  
**Are you, your friends, relatives, colleagues**  
**or foreign employees, facing any problems**  
**on the labour market?**

Feel free to contact us

We offer you professional legal assistance for free!

**SIMI – Association for Integration and Migration**

Baranova 33, Praha 3  
Tel.: (+420) 224 224 379  
Fax: (+420) 224 239 455  
e-mail: [poradna@refug.cz](mailto:poradna@refug.cz)  
[www.migrace.com](http://www.migrace.com)

**OPU – Organization for Aid to Refugees**

Kovářská 4, Praha 9  
Tel.: (+420) 284 683 714,  
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“Foreign Workers in the Labour Market” is an international project implemented by  
**Association for Integration and Migration, Organization for Aid to Refugees**  
and **Multicultural Center Prague** with partner organizations from  
Germany – Caritasverband für die Diözese Osnabrück – and the UK – Anti-Slavery International.

Our project focuses on **work safety issues** (work-related injuries, occupational illnesses)  
and **fosters equal rights for foreigners** on the labour market. We also help foreigners demand  
their **individual rights** on the labour market.

We work with all migrants and focus especially on migrant women as their position tends  
to be more fragile and they experience discrimination more often.

**We can help you, too!**

## What you need in order to be employed in the Czech Republic:

- **a valid work permit** issued by the relevant Labour Office (Úřad práce)
- **valid residence** in the Czech Republic (short-stay or long-stay visa where the purpose of your residence is employment, or a long-term residence permit)
- **an original signed copy of your work contract** issued in writing for the whole agreed duration of your employment or an original signed copy of your Agreement to Perform Work (Dohoda o pracovní činnosti) or Agreement to Complete a Job (Dohoda o provedení práce)

When employed you are entitled to the same work conditions and remuneration as is common with Czech citizens!

A work permit is **valid only for a specific employer** (who is specified in the decision issued by the Labour Office) and **for a concrete job and place of work**.

An employment permit is **not transferable** (no one but the person for whom it was issued can use it) and is issued for a limited duration (maximum **2 years**; for seasonal workers only **6 months**). You can apply for the employment permit repeatedly.

Whether your permit is issued or not is conditioned by the present situation on the labour market and by the availability of the required position that could not be occupied otherwise with regards to required qualifications or limited labour force in the region.

You are required to have a valid employment permit for all types of work: full-time and part-time employment, Agreement to Perform Work (Dohoda o pracovní činnosti) or Agreement to Complete a Job (Dohoda o provedení práce) regardless of the duration of your work – this includes summer or seasonal jobs. Employment permit is required for members of business companies and cooperatives who are directly involved in the main activity of the legal entity.

**Application for employment permit** is submitted to the **regional branch of the Labour Office** in place of your employment.

The application includes your identification data, contact address, identification data of your employer, type and place of your job, duration of your employment. You are obliged to submit also the employer's agreement to employ you, an official copy (legalized by a notary) of your qualification certificate required for the position and additional documents in case they are required by international agreements. Documents in foreign language must be officially translated and a legalized copy or an original must be enclosed. Evidence of your aptitude to do the job must be superlegalized and notarized. The fee for submitting your application is 500 CZK.

No work permits are issued for workers employed through work agencies.

Do not start a job without a work contract in writing signed by your employer!

Before you sign any work contract, your employer is obliged to inform you of your **rights and obligations** arising from the work contract including specification of work conditions, and your remuneration.

**Working without a relevant work permit means your work is illegal. If you are found out to be working illegally you can be fined, you can lose your work permit or residence permit or, in extreme cases, can be deported from the country or imprisoned.**

## Avoid illegal work!

For more information visit our website or come to us.