



Finding a job in Croatia

1. FINDING A VACANCY

EU Nationals don't need a Visa or a Work Permit to stay and work in Croatia. Nevertheless, there are still some exceptions .

Useful link:

<http://hzz.hr>

If you need a Visa or a Work Permit, the first thing you need is an EMPLOYMENT VISA. It normally takes 4 to 6 weeks to receive an employment visa and the following documents should be submitted:

2 photographs

Completed application form

Passport or ID

Draft employment contract (translated into Croatian)

A short explanation from the employer about your qualifications

Within 24 hours of arrival in Croatia you must register the Visa with the Ministry of Internal Affairs (MUP) at a designated police station. The visa is normally granted in 2 or 3 weeks, after which you can apply for a Work Permit.

Work permits can be issued by most police administrations or police stations. Usually, the application procedure is carried out by your employer. The type of work permit you need to apply for depends on whether you're arriving as a:

-Technical expert to work for a Croatian employer

or

- New investor.

If you are going to work for a Croatian employer/ company, you are requested to apply for the WORK PERMIT (radna dozvola), on the base of a valid Employment Visa.

The required documentation for a Work permit are:

Passport with the visa stamped by a notary

A copy of your White Card

A letter or request from the employing company.

A copy of your WHITE CARD (extended residency permit), which is a permit you will need if you are a EU Citizen and plan to work in Croatia for a period longer than 90 days.

A letter or request from the employing company which explains why they do need precisely you.

Standard Application Form (FORM S-1) is basically a form you have to fill in with your personal information.

The applications are usually processed and completed within 30 days and roughly 90% of the applications are passed the first time. However, it is not possible to refuse a work permit to someone who arrives to work as director of a company.

Work permits are issued for a limited time only. If your work permit is about to expire, your employer has to apply for a renewal at least 45 days before its expiry date.

Once you have received the work permit, you must go to a police station in order to get your IDENTIFICATION NUMBER FOR FOREIGNERS (which we call OIB).

This is only necessary if you plan to stay and work in Croatia for longer than 90 days.

The process usually takes an hour to complete and you need the following documents:

Passport (or a copy of it)

An application form (which you can download online <http://www.porezna-uprava.hr/en/Pages/PIN.aspx>)

All documents relevant for the application have to be translated by a court interpreter into Croatian.

Only original documents or verified copies are accepted.

HZZ-The Croatian National Employment Centre publishes all job vacancies including high ranking job positions on its web pages https://burzarada.hzz.hr/Posloprimac_Radnamjesta.aspx

Another website <https://mojposao.hr> could be also very useful in finding a job in Croatia.

Citizens of EU/EGP and Switzerland are equal in terms of access to the Croatian labour market and are employed under the same conditions as Croatian citizens. Before being employed, it is necessary to obtain the Personal Identification Number (OIB) for foreigners:

http://www.porezna-uprava.hr/HR_OIB/Stranice/DodjeljivanjeOIBa.aspx. Exceptionally, citizens of Austria, Malta, the Netherlands, Slovenia and the UK are subject to the regime of working permits outside the annual quota, so employees need to apply for a working permit outside the annual quota from the authority in charge. The employer is not required to further explain the reasons for the employment of a foreigner from the above mentioned EU member states. Further information can be found on the following webpage: http://www.policija.hr/main.aspx?id*47#11.

After obtaining a Personal Identification Number at the tax administration service, the employer needs to apply for a compulsory insurance with the Croatian Pension Insurance Institute and the Croatian Institute for Health Insurance. For the implementation of these procedures, an identity card and the confirmation of the Personal Identification Number are sufficient.

2. WRITTEN APPLICATION

Resume/CV/Cover letter

When applying for a job or inquiring about employment positions, you have always to send a resume or a CV and a cover letter in Croatia. Though a CV is more commonly used in Croatia, resumes are also accepted. **Europass CV** is commonly used in Croatia, too.

Resume- brief overview of work and educational experience. Prominent in the US when applying for employment. Typically one page.

CV (curriculum vitae) - more in-depth look at work and educational experience. Prominent in Europe, the Middle East and Asia. Typically two or more pages.

The CV should contain:

- **Contact Information:** Relevant personal contact information at the top of the page including: name, phone number, address, and email address.
- **Professional Experience:** Usually this information is listed chronologically. It is recommended to list your work experience with: your title, the name of the company you worked for, the dates of your employment, and a brief description of your achievements in that job.
- **Education:** If you are still in school or are a recent graduate with little work experience related to the position, list this section first. Make sure to provide the name of the school or university and the degree you received.

- **Certificates, Publications, and Grants:** Devote sections to certificates for pertinent courses, seminars, congresses conferences you have participated in; published articles or books; or grants received. You may also dedicate a section to professional awards.
- **Languages:** You have to list which languages you speak and your level (i.e. advanced, intermediate or beginner). Point out if you can translate, speak, or write in each language and list any associated degrees.
- **Related Skills:** Programs, applications, word processing, database, social networking or online publishing experience, etc.

3. ASSESSMENT CENTRE AND/OR INTERVIEW

A job interview is a common part of the employment procedure in Croatia. The employer usually invites selected candidates to come in person for an interview.

Before a job interview, it is advisable to do a research about a company the candidate wants to work for. During the interview the candidate has to speak clearly and enthusiastically about his/her experience and special skills, about his/her motivation to apply for the vacant job. The candidate has to clearly explain his future working plan and professional development plans.

The employability of a person depends mostly on the type and the quality of competences they have acquired during formal education and working experience. What employers expect from their future employees are “generic” – transversal (soft) skills such as team-work skills, communication skills, computer skills, the ability to adapt to new situations, written and spoken skills, as well as the ability of solving problems and analytical skills, as they are the key for a rapid movement for young people on the labour market. Innovation, creativity, organizational skills and entrepreneurship are always required.

Since joining the EU, HZZ- the National Employment Centre has been a part of the EURES web. EURES is a network of Public Employment Services of the European Economic Area, coordinated by the European Commission, whose aim is to facilitate the mobility of people in the EEA labour market by providing information, counselling and intermediation. EURES is the main site for the announcement of job vacancies and it is also used by Croatian citizens. People can upload their CVs (preferably in the Europass format), which will then be visible to employers. If Croatian employers wish to hire EU / EEA citizens, job vacancies are announced on the official web pages and are automatically exported to the EURES portal, becoming thus available to job seekers from the EU /EEA.

In case of the selection of candidates / projects for hiring in the EU /EEA, EURES advisers from the other Member States submit employment data to EURES advisors at HZZ. However, the

only information about employment rates come from the unemployed persons. Personal contact between the unemployed person and the advisor is required, so if they possess any useful information about a potential work position, it requires direct contact. People in search of work contact EURES advisors with their positive and negative working experiences. If there is a violation of law or an act of criminal activity, the application may be directed to the labour market Inspectorate or other authorities of the Member States. EURES supports mobility by helping job seekers and employers in Europe in order to achieve a better connection. EURES seeks also to ensure that mobile employees in the EU are not subject to exploitation and aids them in the prevention against undeclared work, fraud, human trafficking and loss of rights in the field of social security.

PROBATIONARY PERIOD

The probationary period in Croatia according to the Labour Law can't last longer than 6 months. In case that the employer doesn't want to prolongue the contract to the new employee, the company has to give a contract termination time of at least 7 days.

Useful links:

<https://www.eurofound.europa.eu/observatories/emcc/erm/legislation/croatia-notice-period-to-employees>

<http://eures.com>

