

**LIFE &
WORK**

**BASIC
INFORMATION**



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INTRODUCTION

The purpose of this small brochure is to provide you with some basic information in order to get you oriented in the labour market of the Czech Republic.

The following pages provide practical advice, in particular, to you future employees. The experience of some coming from abroad to work in the Czech Republic has shown that it is also necessary to warn people of certain negative practices. It is entirely pointless to work without an employment contract. This leaves you without insurance and risks both your future and/or possibly your life.

You certainly expect to be treated as a human being by your employer, but the labour market also expects certain obligations from you, as well as compliance with those obligations that are laid down by law and rules of social behaviour. This brochure is here to acquaint you with those rules and obligations and we believe that compliance with them will help you avoid possible future problems and misunderstandings.

We wish you lots of success at your new place of work and in your new environment, both at work and in your personal life.

RESIDENCE IN THE TERRITORY OF THE CZECH REPUBLIC

The residence of aliens in the Czech Republic is governed by Act No. 326/1999 Coll. on the Residence of Foreign Nationals in the territory of the Czech Republic. This law divides foreign nationals into EU citizens and their family members (the same condition applies to citizens of the European Economic Area and their family members - i.e. to citizens of Norway, Iceland, Liechtenstein and citizens of Switzerland and their family members) and third-country nationals (non-EU citizens). Residence of foreign nationals in the territory of the Czech Republic is also governed by legislation of the EU/EC.

The Ministry of the Interior is responsible for the administration of long-term residencies and long-term visas. Since May 2011, the Czech Republic has been issuing residence permits containing so-called biometric data (facial image and fingerprints scanned through special technical equipment), which have brought about a number of changes for third-country nationals residing in the Czech Republic – this does not affect EU citizens nor their family members. It also does not apply to third-country nationals residing in the Czech Republic with long-term visas and are not applying for permission for long-term or permanent residency.

You can find detailed information and changes at applicable websites at www.mvcr.cz/cizinci

Citizens of EU States, Norway, Iceland, Liechtenstein and Switzerland

These citizens are covered by the right of free movement of persons. They may enter and stay in the Czech Republic without special limitations on the basis of a valid travel document or identity card. It is necessary only that they fulfill certain notification requirements.

- Reporting a place of residence in the Czech Republic – a stay longer than 30 days – report to a department of the foreign police (within 30 days from the date of entry into the territory).
- Certificate of temporary residence – for a planned temporary residence longer than 3 months (optional). Submit the application to the regional office of the Ministry of the Interior of the Czech Republic.

NON-EU CITIZENS (THIRD-COUNTRY NATIONALS) – TYPES OF RESIDENCY PERMITS

Short-term residency (a maximum of 3 months)

- without a visa
- airport visa
- transit visa
- visa for a stay of up to 90 days („tourist visa“)

Long-term residency

- visa over 90 days to 1 year (for purposes of employment/business, it is possible to extend for a maximum period of 1 year)
- permission for long-term residency (for purposes of employment/business, valid for 6 months to 1 year, in the case of business, 2 years (this can be extended to the limit of the period stated in the first permission for long-term residency, the purpose of the residency remains)
- exit order (at the end of a foreign national’s legal stay in the Czech Republic and within 60 days it is necessary to travel outside the country)

Permanent residency

- permanent residency without the condition of having had prior continuous residence in the Czech Republic

- permanent residency on the condition of having had prior continuous residence in the Czech Republic
- permanent residency in the territory of the Czech Republic after completing asylum procedures

Green Card

A Green Card is permission for long-term residency for the purposes of employment in the territory of the Czech Republic in specific cases. A foreign national with a green card issued for a specific work place is authorized: to stay in the territory of the Czech Republic and work at work place for which the green card was issued. The place intended for the green card holder can be found in registry of locations at the web pages of the Ministry of Labor and Social Affairs of the Czech Republic (www.mpsv.cz). A Green Card is intended for foreign nationals (citizens of listed countries) who are not members of the European Union.

- type A – for skilled workers with higher education
- type B – for workers in jobs requiring the completion of minimal vocational education
- type C – for other workers

Blue Card

A Blue Card provides permission for long-term residency in the territory of the Czech Republic for the purpose of employment requiring high qualifications. A foreign national with a Blue Card is allowed to stay in the territory of the Czech Republic and work at the work place for which the Blue Card has been issued and, as the case may be, change the work place according to defined conditions. A Blue Card simplifies access to the labor market for foreign nationals possessing higher skills that are in demand in the Czech Republic. A Blue Card is intended for foreign nationals of countries that are not members of the European Union.

RESIDENCY REQUIREMENTS FOR NON-EU FOREIGN NATIONALS IN THE CZECH REPUBLIC

Request for confirmation of short-term residency

- travel document
- 2 photographs (only if there has been a change of appearance)
- proof of accommodation
- proof of joint residence with an EU-citizen in the territory of the Czech Republic
- proof of health insurance

An application for long-term residency

1. for business purposes:

- travel document
- means of accommodation in the Czech Republic
- 2 photographs
- confirmation of the status of tax arrears from the tax office
- confirmation of the District Social Security Administration
- trade license or concession deed
- proof of accommodation (contract or confirmation)
- proof of travel health insurance

2. for employment purposes:

- travel document
- decision of the Labour Office on a work permit
- 2 photographs
- proof of accommodation (contract or confirmation)

Application for permanent residency

- travel document
- 2 photographs
- document confirming compliance with the prerequisite 5 years of continuous temporary residence
- proof of accommodation (contract or confirmation)
- proof of Czech language examination
- criminal record from the country of origin of the state – upon request (for persons over 15 years of age)

Request for an extension of permanent residency

- travel document
- 2 photographs (only if there has been a change of appearance)

You can find more detailed information at the offices of the Ministry of the Interior and the Foreign Police of the Czech Republic.

EMPLOYMENT OF FOREIGNERS

Citizens of third countries (non-EU countries) may be accepted for employment and employed only if they possess valid employment authorization and a valid residence permit for the Czech Republic or are the holders of a Green Card or Blue Card, unless the law governing employment states otherwise. It is further necessary to have a signed employment contract, contract for work or contract of services and be registered for social and health insurance. The application for a work permit shall be submitted to the relevant Labour Office (according to the place of work) before starting work in the Czech Republic.

Application for a work permit

You shall submit:

- a written request for a work permit for the individual
- valid passport or photocopy of a valid passport
- a declaration of the employer that it will employ the foreigner
- a notarized copy of a document of professional competence for the field in which you will work in the Czech Republic (vocational certificate, certificate of matriculation, university diploma, etc.)
- a medical certificate if you are to work in the health, hospitality, or food sectors and fields which require one
- an administrative fee (usually a revenue stamp) of CZK 500
- written power of attorney if the application is to be presented by representative

COMMON LIFE AND PRICES

Indicative prices of accommodation in Prague and Brno (November 2011)

Prague Municipal District 5

95 CZK per night and more rooms for 1-6 persons; common kitchen; common social facilities for 4 rooms; Internet

Prague Municipal District 3

100 CZK per night and more for accommodation longer than 2 nights

Prague Municipal District 9

360 CZK per night
single room, less for extended stays

150 CZK per night
one bed in a 6-bed room
120 CZK per night for longer than a one-month stay

220 CZK night
one bed in a 2-bed room

Brno

350 CZK per night
one bed in a 2-bed room, 96 CZK for a stay over 30 days

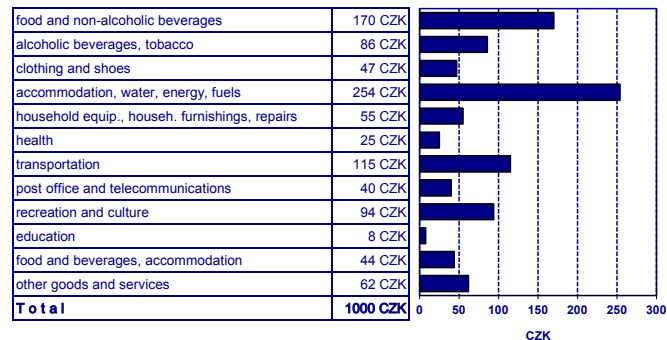
Note: the listed prices do not include the value-added tax of 10%; as of 2012 there will be an increase in VAT

Prices of basic foodstuffs (average prices for 2011)

23 CZK/1 kg of bread	vegetables 1 kg:
141 CZK/1 kg of butter	13 CZK carrots
122 CZK/1 kg of hard Edam cheese	47 CZK peppers
178 CZK/1 kg of hind quarter of beef	13 CZK onions
17 CZK/1 liter of milk	23 CZK tomatoes
24 CZK/1 kg of sugar	10 CZK potatoes
99 CZK/1 kg of pork roast	
156 CZK/1 kg ham (pork)	

Consumer basket:

typical consumption of an average household in the Czech Republic (data from 2011)



Transportation

In the larger towns of the Czech Republic it is possible to take municipal public transport (the Czech acronym is MHD), which includes:

- tramcar - motor buses - trolley-buses - underground (subway)

In order to travel by municipal public transport, you will need to have a valid transport document (a ticket), which you can purchase from machines, at a shop applicable to that particular municipal public transport, at contractual vendors (newspaper stands), or within the means of transport itself (though the price is increased).

TICKET PRICES

fare type

price

Prague

30-minute transfer 24 CZK

90-minute transfer 32 CZK

24-hour 110 CZK

1-month 550 CZK

Brno

15 minutes 2 zones 18 CZK

1-month 2 zones 530 CZK

Ostrava

60 minutes 22 CZK

30-day from 300 CZK (according to the zone)

Pilsen

60 minutes 20 CZK

30-day 440 CZK

Train:

Prague - Brno (257 km, 320 CZK)

Prague - Pilsen (114 km, 150 CZK)

Coach (bus):

Prague - Brno (210 km, 200 CZK)

Prague - Pilsen (80 km, 100 CZK)

Internet connection

- it is possible to make use of Internet cafes (prices from 45 CZK to 80 CZK per hour of connection)
- most municipal libraries offer public access to the Internet (30 minutes free of charge for unregistered readers)

EU citizens: show proof of identity and lodgings in the territory of the Czech Republic or EU. Fill in and sign a library application form and pay an enrollment fee of 80 CZK.

Non-EU citizens: can become a library reader only by providing a security-deposit or with a guarantor. It is necessary to submit a document proving identity and a security deposit in amount of 1,000 CZK or to submit a document proving identity and request the presence of a guarantor who will satisfy the prerequisites for registering as a library reader. Fill in and sign a library card application form and pay an enrollment fee of 80 CZK (when registering with the security deposit, it is with an additional CZK 1,000).

THE TEN COMMANDMENTS OF AN EMPLOYER

The basic obligations of an employer when hiring employees

- Provide the employee with introductory training on the day he/she begins employment (i.e. inform the employee about legal and other provisions to ensure their safety and protect their health at work, which they shall adhere to when performing their job).
- Verify the validity of documents proving their required professional competence to perform their job, which they received prior to having started working for the company.
- Verify the medical fitness of the employee for their job based on the outcome of an occupational medical examination, which should be carried out at the health care institution that provides preventive care for the company.
- Determine the length of the employee's training at the workplace and the person to be responsible for supervising the employee during such training period.
- Keep records of completed training and information and guidelines that have been provided.

- Acquaint the employee with the particular conditions of the workplace. Training shall be completed before the employee is assigned the work they shall do according to the employment contract. A part of such training shall include information about risks concerning possible threats to health and life to which the employee can be exposed and about adequate measures taken by the employer to eliminate or reduce such risks.
- Provide the employee with personal protective equipment (PPE) which must protect the employee in situations in which risks cannot be eliminated or sufficiently limited through the use of technical or other measures. The employee must be acquainted with the instructions for their use.
- Inform the employee about technological and work procedures which they shall adhere to when performing their job.
- Acquaint the employee with instructions for safely operating the machinery and equipment they will use in the performance of their job.
- Verify the employee's knowledge of the provisions ensuring work safety and the safe use of the technical equipment with which they have been acquainted.

Training and information shall be in a language which the employee is able to comprehend.

EMPLOYEES AND HEALTH PROTECTION WHILE PERFORMING THEIR JOB

Slipping, tripping or falling are the most frequent causes of accidents in all sectors of industry, from heavy industry to office work. Other risks for employees can be found in:

- insufficient information, guidelines, training, supervision and education,
- falling objects,
- thermal and chemical burns,
- fires and explosions,
- dangerous substances,
- suffocation,
- stress.

Sufficient awareness of the rights and obligations of an employee is an effective means of prevention focused on eliminating or, at a minimum, reducing any likelihood of an occurrence of work accidents and risks of damaged health.

CONTACTS

Job Centre

Úřad práce, generální ředitelství

Karlovo náměstí 1359/1, 128 00 Praha 28

<http://portal.mpsv.cz/upcr>

tel.: (+420) 950 191 111

Ministry of the Interior of the Czech Republic

Ministerstvo vnitra

Nad Štolou 3, poštovní schránka 21, 170 34 Praha 7

<http://www.mvcr.cz/cizinci>

Vstup, pobyt atd. cizinců na území ČR

e-mail: pobyty@mvcr.cz

tel.: (+420) 974 832 421, (+420) 974 832 418

Foreign Police

Cizinecká policie

Olšanská 2, 130 51 Praha 3

<http://www.policie.cz/clanek/informace-pro-pobyt-cizincu.aspx>

Oddělení pobytových agend

e-mail: ocppraha@mvcr.cz

tel.: (+420) 974 820 317

Ministry of Labour and Social Affairs of the Czech Republic

Ministerstvo práce a sociálních věcí ČR

Na Poříčním právu 1, 128 01 Praha 2

<http://portal.mpsv.cz> , <http://www.cizinci.cz>

e-mail: kontaktni.centrum@mpsv.cz

tel.: (+420) 221 921 111

Town Hall

Obecní úřad

<http://www.statnisprava.cz>

<http://portal.gov.cz>

Non-profit organization

Neziskové organizace

<http://www.cizinci.cz/clanek.php?lg=1&id=183>

International Organization for Migration, Prague (IOM)

Mezinárodní organizace pro migraci (IOM)

Čechova 23, 170 00 Praha 7

<http://www.iom.cz>, <http://www.iom.int>

tel.: (+420) 233 370 160 / (+420) 731 657 400

e-mail: prague@iom.int

Multicultural Center, Prague
Multikulturální centrum Praha

Vodičkova 36 (Palác Lucerna), 116 02 Praha 1
<http://www.mkc.cz>
e-mail: infocentrum@mkc.cz
tel.: (+420) 296 325 345

Counselling Centre for Integration
Poradna pro integraci

Senovážná 2, 110 00 Praha 1
<http://p-p-i.cz>
e-mail: paha@p-p-i.cz
tel.: (+420) 224 216 758, (+420) 224 233 034,
(+420) 603 281 269

Counselling Centre for Citizenship, Civil and
Human Rights
Poradna pro občanství, občanská a lidská práva

Ječná 7, 120 00 Praha 2
e-mail: poradna@poradna-prava.cz
<http://www.poradna-prava.cz/>
tel.: (+420) 270 003 280

Czech Republic Charity Organization
Charita České republiky

Vladislavova 12, 110 00 Praha 1
<http://www.charita.cz>
tel.: (+420) 296 243 330

Centre for Integration of Foreigners
Centrum pro integraci cizinců

Kubelíkova 55, 130 00 Praha 3 – Žižkov
<http://www.cicpraha.org>
e-mail: info@cicpraha.org
tel.: (+420) 222 360 452

Centers for the Support of the Integration of
Foreigners

Centra na podporu integrace cizinců

Lhotecká 7, 143 01 Praha 12
<http://www.integracnicentra.cz>
e-mail: jvesecky@suz.cz

Czech for Foreigners
Čeština pro cizince

www.cestina-pro-cizince.cz
www.check-your-czech.com

Important telephone numbers:

Fire department	150
Rescue service	155
State police	158
City police	156
Integrated Rescue System	112
Information on telephone numbers in the Czech Republic	1180
Information on telephone numbers abroad	1181