



# Living and Working in Italy

EURES ITALY for EMPLOYERS' DAY 2019

Special Edition EURES 25° Anniversary

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# Living and Working in Italy





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## GENERAL DATA (<http://en.istat.it>)

CAPITAL: **ROME**

AREA: **301,336 KM**

POPULATION: **60,045 MILLION**

CURRENCY: **EURO**

OFFICIAL LANGUAGE: **Italian**

POLITICAL SYSTEM: **Parlamentary Republic**

Regions: **20**

ROSS DOMESTIC PRODUCTS: **Total 2.072 trillion**

RELIGION: **Christianity 83.3% No religion 12.4%**

**Islam 3.3% Buddhism 0.5% Hinduism 0.3%**

**Other 0.2%**



## ADMINISTRATIVE DIVISIONS

Italy is subdivided into 20 Regions (Regioni), five of these Regions having a special autonomous status that enables them to enact legislation on some of their local matters.

The Country is further divided into 14 Metropolitan Cities (Città Metropolitane) and 96 Provinces (Province), which in turn are subdivided in 8,047 Municipalities (Comuni).







## THE ITALIAN LANGUAGE

Italian is an official language in Italy, Switzerland, San Marino, Vatican City and western Istria (in Slovenia and Croatia).

Italian is the fourth most studied language in the world.



The geographic distribution of the Italian language in the world: large Italian-speaking communities are shown in green; light blue indicates areas where the Italian language was used officially during the Italian colonial period.



## THE ITALIAN ECONOMY

Italy has a capitalist mixed economy, ranking as the fourth-largest in the Eurozone and the eighth-largest in the world.

The country is a founding member of the G7, G8, the Eurozone and the OECD.

The country is well known for a large and competitive agricultural sector (Italy is the world's largest wine producer), and for its influential and high-quality automobile, machinery, food, design and fashion industry.

Italy is the world's sixth largest manufacturing country, characterised by a smaller number of global multinational corporations than other economies of comparable size and a large number of dynamic small and medium-sized enterprises, notoriously clustered in several industrial districts, which are the backbone of the Italian industry.



## Economic Outlook - Italy

Italy's economy was ranked the 8th largest 4th largest in Europe by the IMF and World Bank.

Working in Italy's north offers more jobs in the service and manufacturing industry, while the south is rather rural and still focus on agriculture and tourism.

The tourism sector is one of the most important industries in Italy with an annual 46 million visitors especially in tourist cities and in the Southern part (in regions like Sardinia, Sicily and Apulia)

Since 2012 Italy was hit hard by the international financial crisis and is still recovering

However, the tourism industry appears to have stabilized, and there are still job opportunities in green technology, food and drinks, metalworking, luxury goods and high fashion

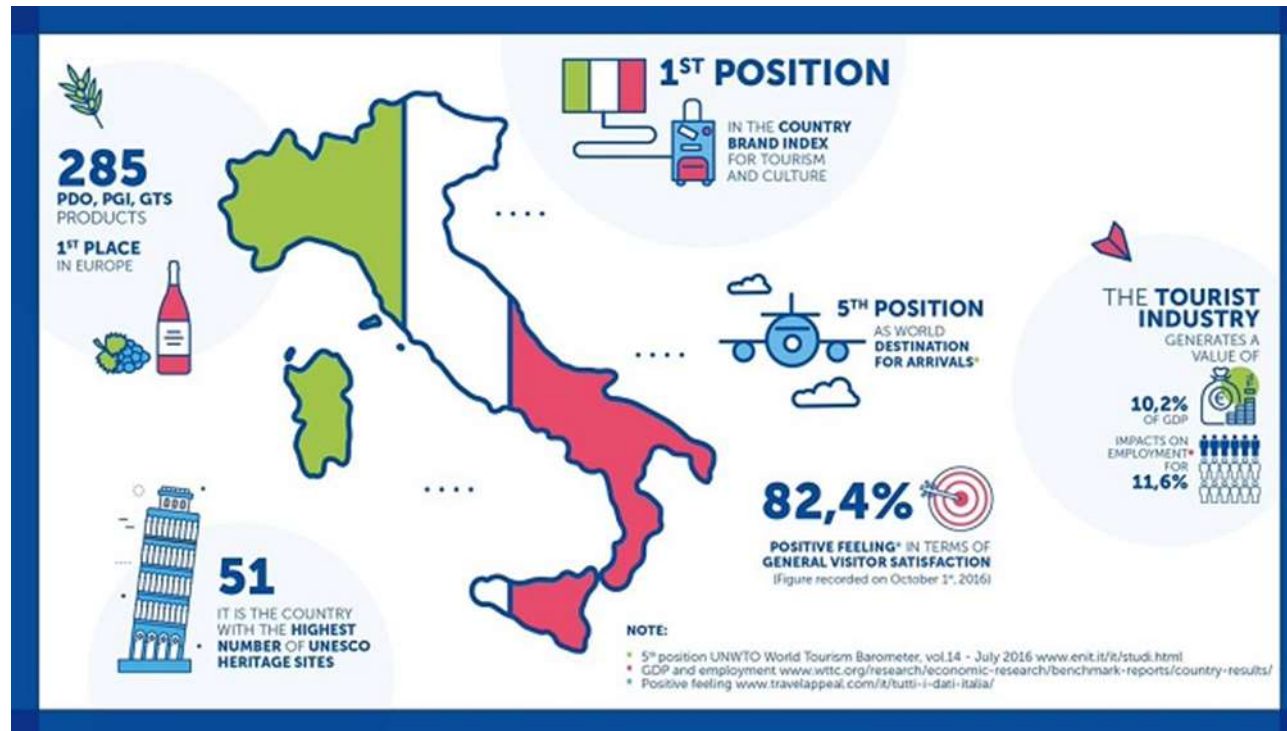
UNEMPLOYMENT rate in Italy updated in November 2018: 10.9%



## Economic Outlook - Italy

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## Some beautiful and tourist places in my country







## Some beautiful and tourist places in my country







## Some beautiful and tourist places in my country







**ItED19** ITALIAN EMPLOYERS' DAY 2019



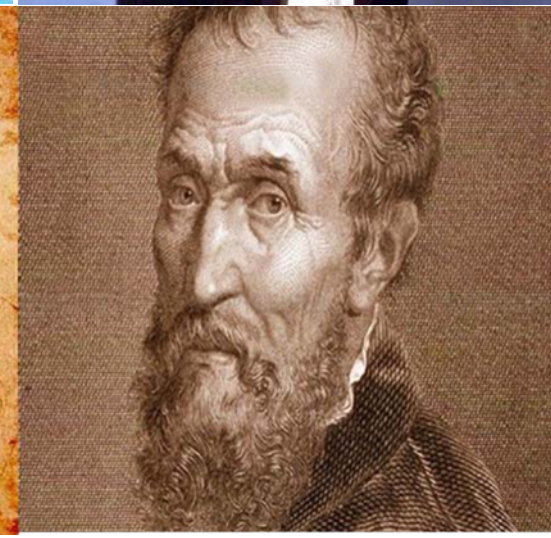
## Rome







## Italian people in the world





## WELCOME

European Union citizens may enter Italy with a **national identity card** or valid passport.

EU nationals who move to Italy to live, work or study for longer than three months must apply for civil registration for themselves and family members at the municipality in which they have decided to live. **The registration is at the Anagrafe Office** (Residency - Attestazione di Iscrizione Anagrafica). When registering they must be able to prove that they live, work or study and have sufficient financial means and health insurance.

You will be issued with a **certificate** (attestato d'iscrizione anagrafica), which is **valid for 5 years** from the date of issue, or for your period of intended residency (if this is less than 5 years).

After 5 years EU nationals **can request permanent residency** (attestazione di soggiorno permanente).

Info: <http://www.poliziadistato.it/articolo/10930/>



## WELCOME

### Right of residence **for more than three months**

Union citizens have the right of residence in Italy for a period of longer than three months if they:

- are workers or self-employed persons in Italy;
- have sufficient resources for themselves and their family members not to become a burden on the social assistance system during their period of residence and have comprehensive sickness insurance cover, or any other equivalent means;
- are enrolled at a private or public establishment for the purpose of following a course of study, including vocational training and have sufficient resources for themselves and their family members not to become a burden on the social assistance system and a comprehensive sickness insurance cover;
- are family members accompanying or joining a Union citizen who has the right to reside in Italy for more than three months.





## SOME USEFUL TIPS AFTER SETTING OUT TAX CODE AND TEAM CARD



The **tax code** is a **form of identification** that is recognized by every public authorities and administrations. It consists of **16 alphanumeric characters** and is issued by the Italian Revenue Agency.

Italian Revenue Agency

[www.agenziaentrate.gov.it](http://www.agenziaentrate.gov.it)

**EU citizens**, covered by the **TEAM card** (European Health Insurance Card), are entitled to emergency medical treatment. After receiving that card, it is necessary to register (free of charge) with the Italian National Health Service, and select a **general practitioner**, from a list of doctors available at the local Health Authority offices (Asl).

[www.salute.gov.it](http://www.salute.gov.it)



## TAX SYSTEM

TWO CATEGORIES: DIRECT AND INDIRECT

- Direct taxes concern income and assets
- Indirect taxes are applicable on the transfer of assets, business and sales transactions



Ministry of Economy and Finance: [www.finanze.it](http://www.finanze.it)

Italian Revenue Agency: [www.agenziaentrate.it](http://www.agenziaentrate.it)





## TAXATION: DIRECT TAX ON INCOME

In Italy taxable income is subject to **IRPEF** (tax on personal income) which is a direct, progressive tax.

In accordance with the Financial law, there are, at present, 5 tax brackets. Taxes increase proportionally with income.

Workers have to pay social security contributions too, based on their income, for social security cover and insurance. The contribution rate is on average:

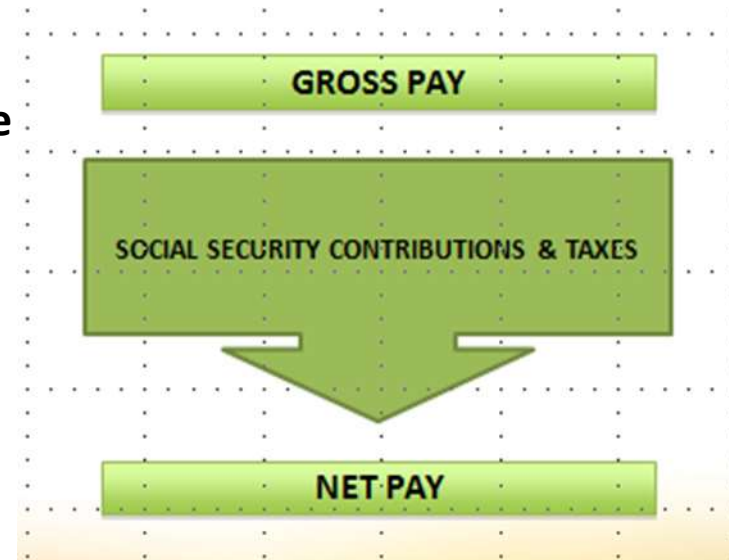
**9% of gross salary to be paid by the employee**

**24% to be paid by the employer**

**For a total of 33%**

Italian Revenue Agency

[www.agenziaentrate.gov.it](http://www.agenziaentrate.gov.it)





## SOCIAL SECURITY

### Italy - Unemployment benefits: NASpI, ASDI and DIS-COLLI

You can claim **NASpI** if:

- you are an apprentice, worker, artist or cooperative member with a dependent working relationship or a fixed-term employee of a Public Administration
- you have involuntarily lost your job or your fixed-term employment contract has finished and you have declared your availability (DID) to begin a new working activity or training course to the Job Centre in good time.
- You are entitled to receive NASpI for half the number of weeks covered by contributions in the last four years prior to losing your job.



## SOCIAL SECURITY

### Italy - Unemployment benefits: NASpl, ASDI and DIS-COLLI

You can claim **ASDI** only once the NASpl has expired and be awarded it for a maximum of 6 months.

You can claim **DIS-COLL** if:

you are a worker with an atypical employment contract and have involuntarily lost your job. You can be entitled to receive it for a number of months corresponding to half the number of monthly contributions paid in the period starting from 1st January of the year prior to dismissal till the date of dismissal itself and not exceeding a maximum of 6 months.



## **SOCIAL SECURITY**

### **UNEMPLOYMENT BENEFITS - TRANSFER ABROAD**

- Registration at the Job Center 4 weeks before returning to the country of origin or to another country in the EU (availability to be contacted for work)
- Apply to the Social Security Body (INPS) to which contributions were paid:  
ask for U2 form
- Within 7 days of departure, register at the employment office in the new country and present the U2 form to export unemployment benefits for up to 3 months (extended up to 6 months in some countries)



## SOCIAL SECURITY

### Italy - Benefits in case of accidents at work or occupational disease

If you are an employee, independent or insourced worker, a manager or a professional athlete and you perform an activity which puts you at risk of accidents or occupational disease, the law provides that you must be protected against such risks.

The National Institute for Insurance against Accidents at Work (INAIL) manages the insurance system, funded through contributions paid by employers, which protects workers in case of:

- accidents
- death in the workplace
- occupational disease





## SOCIAL SECURITY

Find out what happens to your health coverage, your pension and your rights to unemployment benefits when you move to another European country.



### How to obtain EU publications

#### Free publications:

- via EU Bookshop (<http://bookshop.europa.eu>);
- at the European Commission's representations or delegations. You can obtain their contact details on the Internet (<http://ec.europa.eu>) or by sending a fax to +352 2929-42758.

Source: <http://ec.europa.eu/social/>



## DRIVING in ITALY

Holders of driving licences issued by an EU Member State can drive in Italy (only the category of vehicle for which their licence is valid). It is however advisable to apply for the conversion or the recognition of validity in order to facilitate procedures regarding renewal or duplicate licence.

- During the conversion procedure the original licence is substituted with an Italian licence.
- With the **recognition of validity** the driver keeps the original licence.
- If you are living and driving in Italy for more than 6 months it is necessary to register the vehicle and pay the registration fee to the competent local authorities.
- Car insurance is valid throughout Europe.

Source: MINISTRY OF INFRASTRUCTURE AND TRANSPORT





## ACCOMODATION

The choice depends on the length of stay.

- Rooms (including the use of the kitchen) can vary from 300-600€ per month. Rooms for rent can be found on newspaper ads and/or specialized magazines and on Internet.
- Hotels, hostels and B&Bs can be found in Internet.
- Apartments can be found through private individuals and/or real estate agency (websites). House rents can greatly vary, depending on the city and the area. Rents tend to be higher in major cities and in touristic regions



## ACCOMODATION

**Hotels** [www.hotelitaliani.it](http://www.hotelitaliani.it)

**B&B** [www.anbba.it](http://www.anbba.it) - [www.bedandbreakfast.it](http://www.bedandbreakfast.it) - [www.bbitalia.it](http://www.bbitalia.it)

**Hostels** [www.ostellionline.org](http://www.ostellionline.org) - [www.ostellidellagioventu.org](http://www.ostellidellagioventu.org)

**Rooms** look for ads in newspapers or in specialized magazines

<http://www.olx.it/q/flatmate>, [www.easystanza.it](http://www.easystanza.it)

**Camping sites** [www.camping.it](http://www.camping.it) - [www.campeggitalia.com](http://www.campeggitalia.com)

- [www.camping-italy.net](http://www.camping-italy.net)

**Apartments** are rented by private individuals or real estate agents:

Apartments [www.casa.it](http://www.casa.it) - [www.immobiliare.it](http://www.immobiliare.it)

Real Estate Agents Association [www.fiaip.it](http://www.fiaip.it)



## COST OF LIVING

### SOME EXAMPLES

Product description	Prices (€)		
	Minimum	Average	Maximum
Coffee (espresso)	0.9	0.94	1
Cappuccino	1.1	1.18	1.3
Cinema (ticket)	7.5	8.47	10.5
Dental check up	70	103.3	140
Barber	12	13.87	18
Sandwich	2.5	2.91	5
Pizza and a beer	6.5	8.36	15
Haircut (lady)	13	17.42	35
Bus	1.5	1.5	1.60
Petrol (10 litres)	17.92	18.2	17.50
Diesel (10 litres)	16.98	17.18	16.80



## Imparare/parlare italiano - Learn/speak Italian

National education system and private associations provide different options to foreign citizens living in Italy to attend free courses to learn the Italian language.



- The Permanent Territorial Centres for Education and Training in Adult Age are public institutions, in which state teachers operate, also supported – according to the different needs – by experts and external collaborators, to provide cultural, educational and training activities to adults.
- It is also possible to receive an Italian language certificate (CEFR) by attending a free Italian for foreigners course within an association that signed suitable agreements with one of the four Certifying Authorities recognised by the Ministry of Foreign Affairs and by the Ministry of Education (University for Foreigners of Perugia – CELI Certification, University for Foreigners of Siena –CILS Certification, University of Roma Tre- IT Certification, Società Dante Alighieri- PLIDA Certification) or with a Permanent Territorial Centre (CTP).





## Imparare/parlare italiano - Learn/speak Italian

### Learning Italian on line: "basic" level (A1/A2)

- Online courses, websites and social networks
- Courses and websites in Italian
- Language courses: University for Foreigners of Siena – ICON interuniversity consortium
- Il grande portale della lingua italiana (The great Italian language Portal)- online courses: A1 and A2 Levels
- One world Italian - video-Italian language courses
- Prova il tuo italiano (Try your Italian)– website with interactive Italian grammar exercises
- Courses and websites in English

BBC Learn Italian – website that offers lessons, videos, interactive exercises

On line Italian club – website that offers audio contents and exercises





## Imparare/parlare italiano - Learn/speak Italian

- Courses and websites in other languages

If you speak one of these languages: Arabic, Bulgarian, Czech, Chinese, Korean, Croatian, Danish, Farsi, Finnish, French, Japanese, Greek, Hindi, Indonesian, English, Israeli, Norwegian, Dutch, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Swahili, Tagalog, Tamil, Thai, German, Turkish, Ukrainian, Hungarian

You can use: Internet Polyglot – website with interactive lessons and quizzes

If you speak one of these languages: English, French, Russian, Chinese, Spanish

You can use: Italiano in famiglia (Italian in family) – multimedia Italian language courses

If you speak one of these languages: English, Spanish, German

You can use: Centro studi italiani (Italian study centre) – language courses, glossaries and interactive exercises





# WORKING IN ITALY





## Where can you work?

### Major sectors:

- tourism,
- precision machinery,
- motor vehicles (cars, motorbikes, tractors, trucks)
- chemicals,
- pharmaceuticals,
- electrical goods,
- high fashion,
- clothing and footwear,
- ceramics.



## WORKING IN ITALY

Major companies

FCA (FIAT/CHRYSLER AUTOMOBILES)







## WORKING IN ITALY

### FINCANTIERI & FINMECCANICA



The company with headquarter in Trieste builds both commercial and military vessels.

Fincantieri designs and builds:

- merchant vessels,
- passenger ships,
- offshore,
- naval vessels.

It is a multinational aerospace, defence and security company with headquarter in Rome.

The company is organised into several divisions like:

- Helicopters,
- Aircraft,
- Space Systems,
- Land & Naval Defence,
- Electronics,
- Defence Systems





## WORKING IN ITALY

## OTHER ENTERPRISES





## WORKING IN ITALY

### Where can you work?

Italy has a smaller number of global multinational corporations than other economies like Germany or France but Italian industry is dominated by **Small and Medium Enterprises**, many of them grouped in clusters, in specific industrial areas, mainly in manufacturing, primarily in the North and strongly oriented to export.

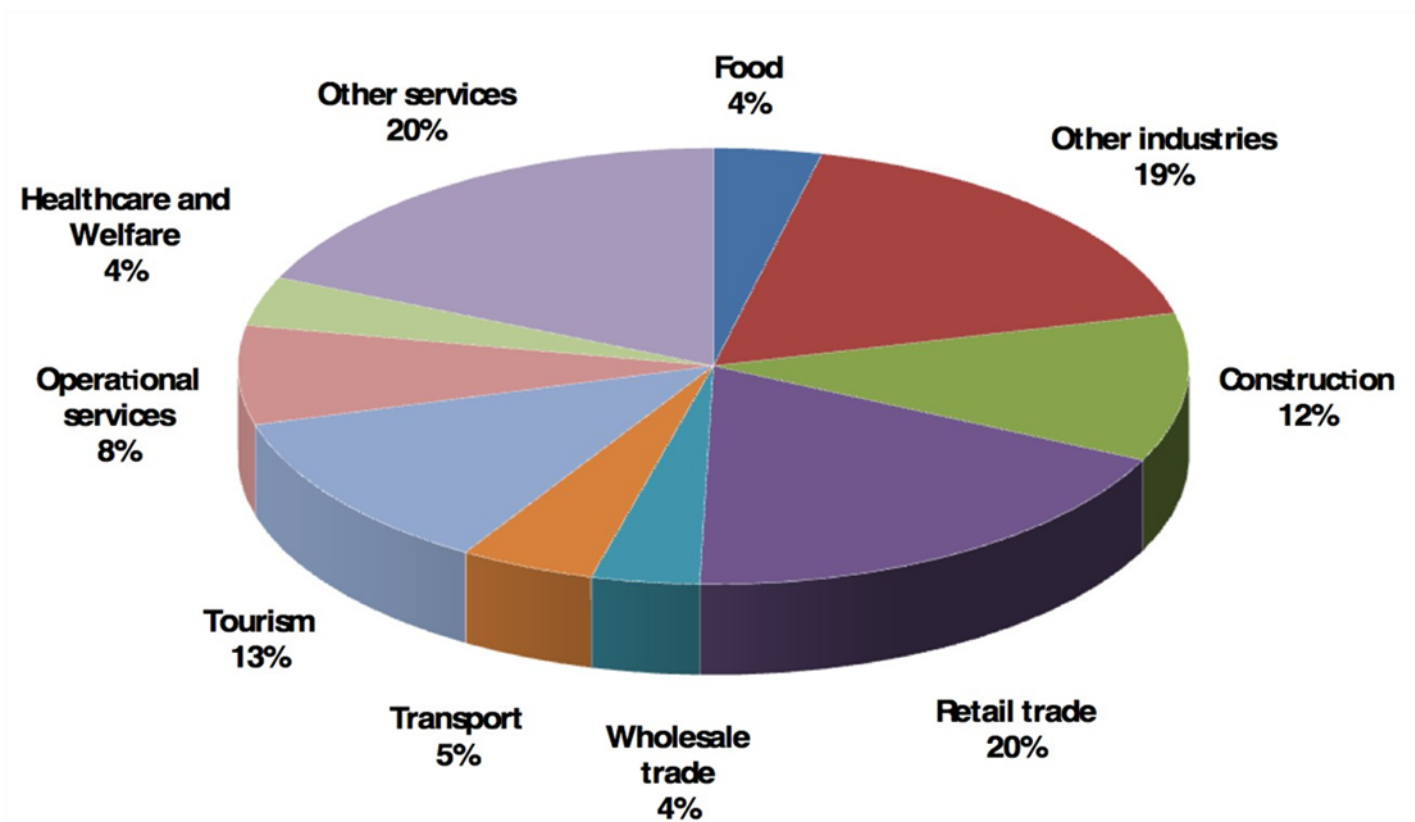
So our companies are more capable of facing the competition with high quality rather than quantity.

If you want to work in sectors other than IT or multinational companies, **a good knowledge of Italian is essential (for the Common European Framework of Reference for Languages: B1 level)**



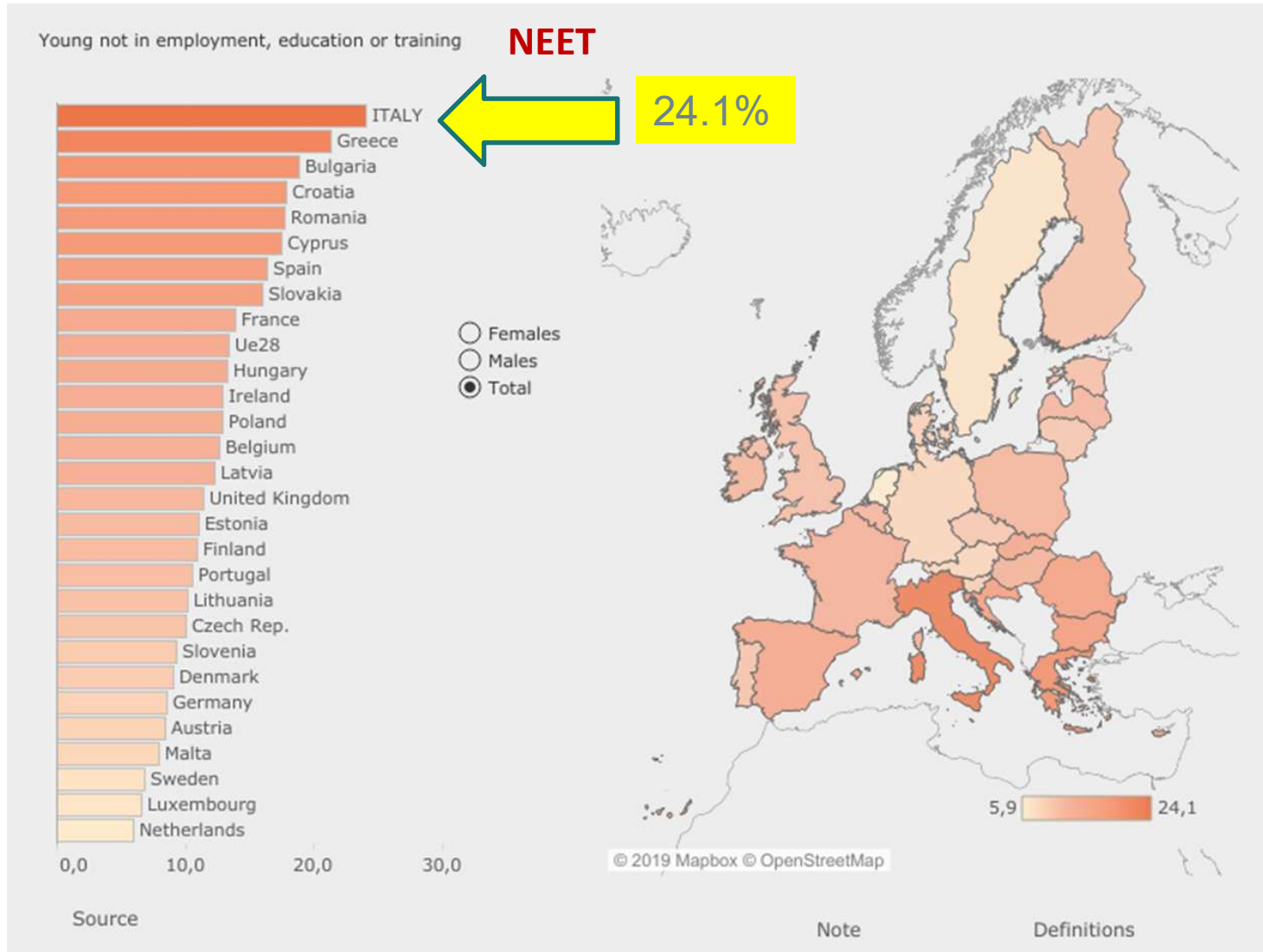
## WORKING IN ITALY

TOTAL EMPLOYMENT PER SECTOR (% OF TOTAL)

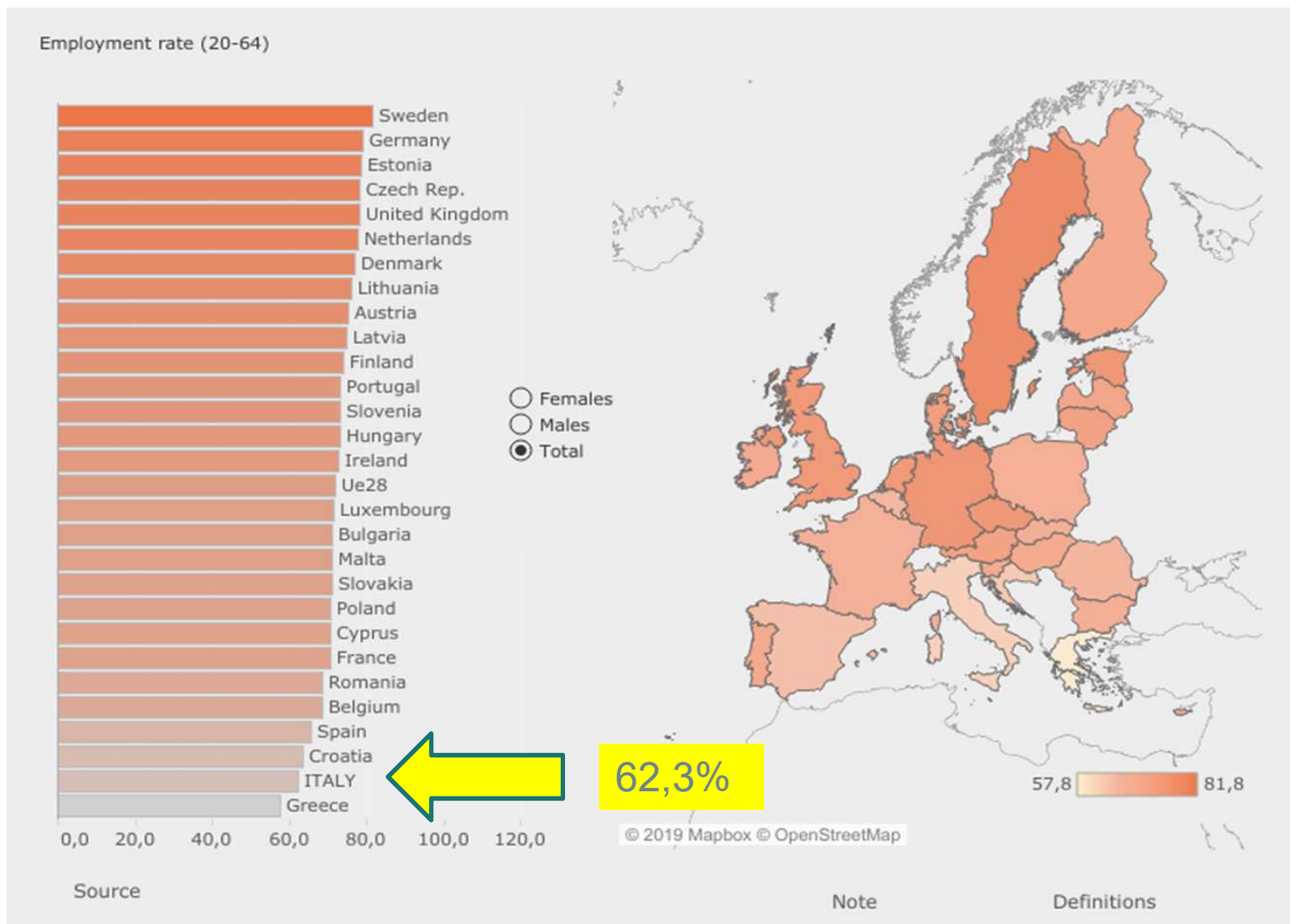




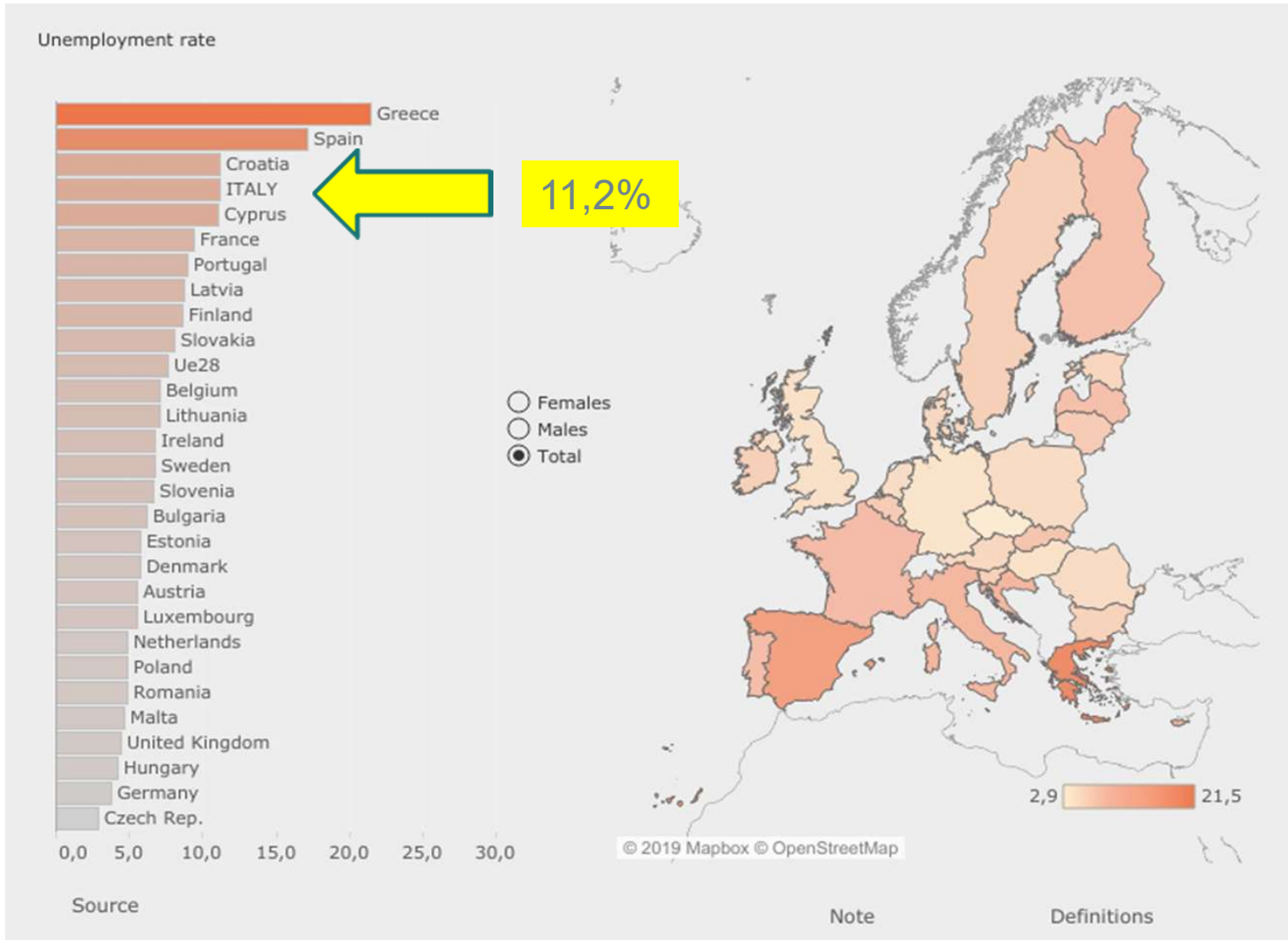
# WORKING IN ITALY – LABOUR MARKET



# WORKING IN ITALY – LABOUR MARKET



# WORKING IN ITALY – LABOUR MARKET



# WORKING IN ITALY – KEY ECONOMIC ACTIVITY SECTOR

## Key Economic Activity sectors

- Fashion & luxury
- Cooking
- Large distribution
- Pharmacy & Medical services
- Industry 4.0
- Transports & logistic
- Industrial equipments
- Natural beauty treatments & SPA Wellness







## WORKING IN ITALY – KEY ECONOMIC ACTIVITY SECTOR

- Difficulties in finding suitable staff are unchanged from the previous survey, at 24.3% of planned recruitment for the period September to November (the previous figure was 24.2%).
- Planned recruitment of young people under 30 is 359 000, or 36% of the total, up by 34% from the previous survey period.
- Technical professions (science, engineering and production) are those hardest to cover with suitable candidates (almost 50% of positions are hard to fill).
- Hotel and restaurant services, advanced business support services and trade are the sectors offering the largest number of job openings to young people under 30.



## WORKING IN ITALY – Top 10 of the most required occupations in Italy

1. Technicians and associate professionals (ISCO 3)
2. Clerical support workers (ISCO 4)
3. Draughtspersons (ISCO 3118)
4. Information and communications technology operations and user support technicians (ISCO 351)
5. Financial and mathematical associate professionals (ISCO 331)
6. Information and communications technology professionals (ISCO 25)
7. Waiters and bartenders (ISCO 513)
8. Business and administration associate professionals (ISCO 33)
9. Managers (ISCO 1)
10. Fitness and recreation instructors and program leaders (ISCO 3423)





## WORKING IN ITALY – HO.RE.CA.



Technicians involved in the organization and control of production

- Technicians of accommodation and similar activities  
(Food and beverage assistant, reservations coordinator, Maître, Hall manager)
- Technicians of the organization of fairs, conventions and similar
- Travel agents
- Guides and specialized guides
- Managers and managers of small businesses in hotels and public establishments



## WORKING IN ITALY – HO.RE.CA.



Catering staff and public exercises

-Cooks in hotels and restaurants: (Cookery service organization, Cook help, Help pizza maker, Chef, Kitchen commis, Cook, Pastry chef, Gastronome, Pizza chef)

-Waiters and similar: (Bar-restaurant attendant, Company restaurant service attendant, Catering service staff, Cafeteria counters, Waiter, Waiter on the floors, Waiter of the bar, Waiter on board, Waiter waiter, Commis di sala bar, Sommelier)

-Baristas and similar: (Bar service attendant, Pastry banker, Barista, Gelataio)





## WORKING IN ITALY – The most required occupations in Italy



**Seasonal jobs (lavoro stagionale)** are available throughout the year in Italy, the vast majority in the tourist industry

Many jobs last for the duration of the summer or winter tourist seasons, May to September and December to April respectively, although some are simply casual or temporary jobs for a number of weeks.

Italian fluency is required for all and is equally or more important than experience and qualifications (although fluency in Italian alone won't guarantee you a well paid job).

Seasonal jobs include most trades in hotels and restaurants, couriers and travel company representatives, a variety of jobs in ski resorts, sports instructors, jobs in bars and clubs, fruit and grape picking, and various jobs in the construction industry.



## WORKING IN ITALY – WORKING CONDITION

- **THE MINIMUM WORKING AGE IS 16 (Apprenticeship)**
- **THE CONTRACT** is always written
- **DURATION** fixed-term contract (most common), permanent contract, other types (job-on-call), internships
- There is **NO MINIMUM WAGE** but a job seeker and an employers must always refer for assumptions to the National Collective Agreements (CCNL) that covers conditions for all employees (like pay-grades, working hours, wages, overtime, trial period, dismissal)
- **MATERNITY LEAVE** 2 months before + 3 after the birth + optional 6 months
- **ANNUAL HOLIDAY PERIOD** minimum of 4 weeks per year in addition to 11 national public holidays (most of them are religious festivities)
- **MONTHLY PAYMENTS** 13 or 14 monthly payments (depending on the sector)
- **SICKNESS BENEFIT** is a payment in lieu of salary that is paid to workers in case of sickness. The application of this benefit, however, depends on the type of employment contract.
- **TRIAL PERIOD** is not fixed (it depends on the sector and on the role).

Prior to, or at the beginning of employment the parties may establish, in writing, a trial period. Its purpose is to test the employee's suitability to perform his or her duties for an extended period of time.



## WORKING IN ITALY – WORKING CONDITION

**WORKING HOURS** 40 hours per week (maximum of 48 including overtime). However, a flexible distribution of working hours may be introduced through collective bargaining. Changes can be made to the weekly working hours by referring to an average duration over a predetermined period that does not exceed one year.

- **PART-TIME WORK** is characterized by a reduction in hours that can occur in three ways:
  - **Horizontal:** the hours are reduced on a daily basis;
  - **Vertical:** the work is executed full-time, but only in certain fixed periods during the week, month or year;
  - **Mixed:** a combination of horizontal and vertical part-time.

**A part-time worker has the same rights as a full-time worker at the same level.**



## WORKING IN ITALY – WORKING CONDITION

**DISMISSAL** is the termination of employment by an employer against the will of the employee. In Italy such a decision can be made by an employer only in the presence of justified reasons regarding an economic downturn or the individual conduct of the worker.

There are two types of dismissal based on the seriousness of the employee's conduct:

- Dismissal for misconduct regards the wrongful conduct or the willful misconduct of the worker, who so doing damages the employer and the enterprise
- Dismissal for just cause includes less serious cases than for misconduct.

A further cause for termination of contract regards the restructuring or reorganization of the company. This assumption is very common in times of economic crisis.





## WORKING IN ITALY – WORKING CONDITION

- **PERMANENT CONTRACT**

This contract, considered permanent following a trial period, offers the most security to workers because it does not expire.

The parties can still terminate the contract, in accordance with procedures provided for by law.

A permanent contract can be full time or part time

- **TEMPORARY CONTRACT**

Must indicate the term (also indirectly inferred) as well as the reasons that justify the fixing of the term, otherwise the contract is considered permanent.

From an economic and regulatory point of view, workers are entitled to the same conditions as those with a permanent contract (principle of “non discrimination”).

The maximum duration of the contract is 36 months, with some exceptions.

The worker can be employed more than once for the same position, as long as the minimum intervals between one contract and another are respected.



## WORKING IN ITALY – WORKING CONDITION

### APPRENTICESHIP CONTRACT

A temporary contract designed for youth training and employment.

#### **There are three types of contract:**

- Apprenticeship for the completion of a trade-based or vocational education:

For young people between 15 and 25 years of age.

The contract lasts three to four years.

- Apprenticeship for the achievement of a diploma or advanced training course:

For young people between 18 and 29 years of age.

The contract lasts 3 or 5 years.

- Apprenticeship for the achievement of a higher professional qualification:

For young people between 18 and 29 years of age.

For applicants in possession of a professional qualification, attained pursuant to Legislative Decree of 17 October 2005, the apprenticeship contract can be stipulated once the applicant has turned 17.

The duration of the contract depends on the Region.



## WORKING IN ITALY – WORKING CONDITION

### INTERNSHIPS IN ITALY

A good way «to get a foot in the company door» even if there are no guarantee of further employment

The legislation depends on which region you are living in but normally you need to find a “host institution” (“ente promotore”) like a Job Centre or Internship desk (sportello stage) who can evaluate or authorize them.

You can look for internship vacancies online or directly on companies websites in the “work with us” (lavora con noi) section (for speculative applications for example)

Payment: in the last few years new rules have been introduced in every regions in which

extracurricular internships (which do not form part of a university course) must pay at least 400€ a month. This is an expense allowance, not a salary (you won't have social security contributions)

An internship could last for a maximum of six months (for school leavers or recent graduates), 12 months for unemployed people.

Good knowledge of Italian is fundamental. English knowledge is an advantage



## WORKING IN ITALY – WORKING CONDITION

**SELF-EMPLOYMENT** in Italy can be:

- in the form of a business (also companies);
- in trade, industry, agriculture and crafts;
- in the form of freelance work.





## How to find job vacancies in Italy



**EURES – European Job Mobility Portal** - job vacancies, living and working conditions, and labour market in Italy, as well as a CV-posting service for jobseekers.



**[www.anpal.gov.it](http://www.anpal.gov.it)** - the website of the National Agency of Labour It's important information portal for getting news about job opportunities and important projects for encouraging the employment.



**20 REGIONAL WEB SITES!**



## How to find job vacancies in Italy



**[www.cliclavoro.gov.it](http://www.cliclavoro.gov.it)** has been the website of the Italian Ministry of Labour until November 2016. It's still working and remains an important informative portal for getting news about job opportunities and important projects for encouraging the employment.



**[www.anpal.gov.it](http://www.anpal.gov.it)** – the website of the Italian Ministry of Labour which provides a list of Job Centres (Centri per l'Impiego, every Job Centre has an assigned geographical area but if you want to find a job you can go everywhere), job vacancies and CV-posting service for jobseekers (in Italian). It could be useful to search for a job centre with an Eures adviser who knows English



## How to find job vacancies in Italy

The Job Centres are coordinated at territorial level by the regions. They are an important point of reference in the provision of services for all jobseekers.

Each Italian region has a regional portal to keep users updated on job opportunities and new regulations in their respective territories.

**NORTHERN ITALIAN REGIONS:**

**AOSTA VALLEY:**

[http://www.regione.vda.it/lavoro/cittadini/Lavoro/default\\_i.aspx](http://www.regione.vda.it/lavoro/cittadini/Lavoro/default_i.aspx)

**VENETO:** <http://www.cliclavoroveneto.it>

**LIGURIA:** <http://www.formazionelavoro.regione.liguria.it>

**PIEDMONT:** <https://www.informalavorotorinopiemonte.it>

**FRIULI VENEZIA-GIULIA:** <https://offertelavoro.regione.fvg.it/lavoroFVG/home>

**EMILIA-ROMAGNA:** <https://lavoroperte.regione.emilia-romagna.it>

**AUTONOMOUS PROVINCE OF BOZEN:** <https://ejob.civis.bz.it>

**AUTONOMOUS PROVINCE OF TRIENT:**

<https://www.sil.provincia.tn.it/welcomepage>



## How to find job vacancies in Italy

### LOMBARDY

Metropolitan City of Milan: <http://www.afolmet.it/index.php/offerte-di-lavoro>

Province of Bergamo:

<https://www.provincia.bergamo.it/ProvBgSettori/provBgSettoriHomePageProcess.jsp?page=&myAction=&folderID=585&notiziaID=14113>

Province of Brescia: <http://sintesi.provincia.brescia.it/portale/Default.aspx?tabid=1>

Province of Como: <http://lavoro.provincia.como.it/portale2/Default.aspx?tabid=106>

Province of Cremona: <http://www.provincia.cremona.it/cpi>

Province of Mantova: <http://sintesi.provincia.mantova.it/portale/Default.aspx?tabid=136>

Province of Pavia: <http://sintesi.formalavoro.pv.it/portale/Default.aspx?tabid=118>

Province of Sondrio: <http://sintesi.provincia.so.it/portale/Default.aspx?tabid=81>

Province of Varese: <http://www.provincia.va.it/offerte-lavoro-varese>

Province of Lecco: <http://www.leccolavoro.it>

Province of Monza-Brianza: <https://www.afolmonzabrianza.it>

Province of Lodi: <https://www.provincia.lodi.it/area-tematica/lavoro>



## How to find job vacancies in Italy

TUSCANY: <http://www.borsalavoro.toscana.it/borsalavoro>

UMBRIA: <https://lavoroperte.regione.umbria.it>

MARCHE: <http://www.regione.marche.it/Entra-in-Regione/Centri-Impiego>

ABRUZZO: <http://borsalavoro.regione.abruzzo.it>

LAZIO: [http://www.regione.lazio.it/rl\\_lavoro/?vw=offertelavoro](http://www.regione.lazio.it/rl_lavoro/?vw=offertelavoro)

CAMPANIA: <https://cliclavoro.lavorocampania.it>

MOLISE: <http://www.moliselavoro.it>

APULIA: <http://www.pugliaimpiego.it>

BASILICATA: <http://www.lavoro.basilicata.it/BasilicataLavoro>

SICILY: <http://www.lavoro.regione.sicilia.it/b@checa>

SARDINIA: <http://www.sardegna.lavoro.it/agenda/bacheca>

CALABRIA:

<https://www.regione.calabria.it/website/organizzazione/dipartimento7>





## How to find job vacancies in Italy

**YOUTH GUARANTEE** - EU Youth Employment Initiative introduces the Youth Guarantee to ensure that all young people up to age 29 (in Italy) receive a quality offer of a job, continued education, an apprenticeship or a traineeship within four months of leaving formal education or becoming unemployed.

Find infos and updates here: <http://www.garanziagiovani.gov.it>

**YOUR FIRST EURES JOB** may provide enhanced support to young EU nationals aged between 18-35 years. This includes job-matching and possibly training as well as financial support to attend a job interview and to cover some of the costs of settling abroad once an employer has confirmed its willingness to hire a job applicant.

<http://www.yourfirsteuresjob.eu/en/jobseekers>

**PRIVATE RECRUITMENT AGENCIES** (Multinational companies like Adecco, Manpower, Randstad: they work in accordance with Italian labour laws)

**NATIONAL, REGIONAL AND LOCAL NEWSPAPERS** (*Offerte di Lavoro*) vacancies section on certain days of the week

[http://en.wikipedia.org/wiki/List\\_of\\_newspapers\\_in\\_Italy](http://en.wikipedia.org/wiki/List_of_newspapers_in_Italy)



## How to find job vacancies in Italy

Job hunting includes the following resources

### **Newspapers**

Most national, regional and local newspapers contain a situations vacant or jobs section ( Offerte di Lavoro or Offerte di Collaborazione) on certain days of the week. Most major newspapers and magazines have websites where you can usually access their 'situations vacant' sections free of charge and local and national newspapers are available in libraries, bars and cafés in Italy, so you don't always need to buy them.

### **Information Centres And Libraries**

Local information centres ( informagiovani) are useful for information about jobs, job hunting, education and training, for more details visit their website ([www.informagiovani.it](http://www.informagiovani.it) ). Main libraries also provide a range of resources for job seekers, although they don't specifically provide advice and assistance for the unemployed, as in some other countries.



## How to find job vacancies in Italy

Job hunting includes the following resources

### Chambers Of Commerce

Foreign chambers of commerce (Camera di Commercio) in Italy maintain lists of their member companies doing business (or with subsidiaries) in Italy. .  
Infoimprese ([www.infoimprese.it](http://www.infoimprese.it)) is a useful website of Italian chambers of commerce with information on companies

### Internet

The Internet provides access to hundreds of sites for job-seekers, including corporate websites, recruitment companies and newspaper job advertisements (you can use a search engine to find them).

### Networking

Networking basically involves getting together with like-minded people to discuss business. It's particularly useful in Italy, where people use personal contacts for everything from looking for jobs to finding accommodation



## HOW TO APPLY FOR A JOB VACANCY

### THE COVER LETTER

Accompanies the CV and must state the reasons for which the candidate has chosen to apply for a given position.

#### WHAT TO HIGHLIGHT:

- ADDRESSEE (better to specify the name)
- ANNOUNCEMENT TO WHICH YOU ARE RESPONDING
- REASONS FOR RESPONDING TO THE OFFER
- WHAT YOU THINK YOU HAVE TO OFFER TO THE COMPANY



## HOW TO APPLY FOR A JOB VACANCY

**Mary Anne Swarez**  
103A Circle Ave.  
Charlottesville, VA 22905

September 30, 2012

Mr. Steven Smith  
Flight and Ticket Recruiter  
Pan American Airlines  
Miami International Airport  
Miami, Florida 32195

Dear Mr. Smith:

While reviewing an article in the Wall Street Journal recently, I learned that your company is planning to assume a portion of Braniff Airlines' routes to South America. Many of your new customers will be the Hispanic populations of Miami, New York, Dallas and the South American countries you intend to serve. No doubt, you will be interested in increasing the number of bilingual personnel in these cities. In this regard, I possess the skills and interest to be of benefit to PanAm Airlines.

As a native of Puerto Rico, I received a comprehensive bilingual education. As the enclosed resume indicates, I will be graduating with a major in English from the University of Virginia next May and am fluently bilingual in written as well as oral English and Spanish. My customer service and conflict resolution skills will also serve as an asset as I am prepared to handle customer and organizational challenges that arise daily within the airline industry.





## HOW TO APPLY FOR A JOB VACANCY

### CURRICULUM VITAE

A CV must be rewritten specifically for the job for which you are applying.

A CV MUST:

- be maximum **2 pages long**  
(brevity, clarity and synthesis are essential elements for a quick read)
- make use of **underlining or bold characters** to emphasise key use coloured paper)
- **include a photo** unless requested
- have **no spelling errors** or inaccuracies
- contain only **truthful information**
- indicate **explicit authorization** for the processing of personal data in accordance with art. 13 of Legislative Decree 196/2003 and art. 13 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data.



## HOW TO APPLY FOR A JOB VACANCY

### PRESENTING YOURSELF WELL

- Be on time
- Carefully **study the profile** for which you are applying: find out information about the **employer** too (thanks to the company website) and think about questions you could ask about the employer or the job during the interview.
- Be prepared to show how your experience and skills can be of use to the company
- Be prepared to answer questions like: **weaknesses?**
- Be prepared to answer questions about the expectations and ambitions you have set yourself



## TMSs – YfeJ 6.0 and REACTIVATE

### YfeJ 6.0

[www.yourfirsteuresjob.eu](http://www.yourfirsteuresjob.eu)



#### Our end users

##### Young people

- aged 18-35
- EU 28 nationals + Norway and Iceland
- living in an EU country + Norway and Iceland
- moving to another EU country for a job, apprenticeship or internship

#### Our end users

##### Companies

- established in EU 28 country + Norway and Iceland
- looking for workers they can't find in their home country
- minimum 6-months contracts, apprenticeship or traineeship
- compliant national labour law



## TMSs – YfEJ 6.0 and REACTIVATE

Reactivate

[www.reactivatejob.eu](http://www.reactivatejob.eu)



Our end users  
Young people

- Over 35
- EU 28 nationals
- living in an EU country
- moving to another EU country for a job

Our end users  
Companies

- established in EU 28 country
- looking for workers they can't find in their home country
- minimum 6-months contracts
- compliant national labour law



## TMSs – YfEJ 6.0 and REACTIVATE

HOW TO APPLY - By registering on the EUJOB4EU platform

The screenshot displays the YfEJ website interface. At the top, there are logos for YfEJ, ANPAL, the European Union, and the City of Rome. A navigation bar includes links for Home, Contest, How does YfEJ work?, Jobseekers, Employers, Facts and Figures, Free language training, and Contacts. The main content area features a video player titled "Your first EURES Job" with a play button and a video thumbnail showing the EURES logo. To the right of the video is a registration form with tabs for "Jobseekers" and "Employers". The form includes input fields for "Name" and "Email", a "Register" button, and a link for "I'm already registered". A vertical share bar on the far right contains icons for Facebook (163), Twitter, Email, Google+, LinkedIn (93), and a plus sign for additional sharing options.

Making it easier to move and work / recruit young people in Europe

What can we do for you?





**Thank you for your attention!**

Saied Jowkar – Consulente EURES, Regione Umbria  
Sabina Riatti – Consulente EURES, Regione Marche  
Serafino Andrea Perri – Consulente EURES, Regione Calabria  
Bernadette Greco - Consulente EURES Regione Puglia

