

EUROPEAN
JOB DAYS

Work in Italy

Framework of entry Quotas Flow Decrees



Work in Italy for: Non-EU nationals



General information to enter/stay in Italy



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Framework of entry Quotas Flow Decrees



Hiring Foreign Workers at their First Employment

Framework of entry Quotas Flow Decrees – **Decreto Flussi**

Work permits are not always immediately available in Italy; it can be necessary to wait until the appropriate quotas are released by the Government in order to apply.

An Immigration Quota Decree is normally issued on an annual basis, as the Government reviews the actual need for immigration permits each year.

The Decree sets the quota limits for each type of permit and also outlines the period during which applications can be submitted. Permits are normally granted on a first come, first served basis.

Framework of entry Quotas Flow Decrees – **Decreto Flussi**

If you want to hire non-European Union foreigners living outside Italy, under the Quota Agreement “decreto-flussi” which sets the maximum number per year of nonEU foreigners who can be allowed to come and work in the Italian territory, you must submit an application to the Sportello Unico per l’Immigrazione at Prefettura (Front Desk for Immigration) of your residence or where your company has its legal headquarters, or where the worker will perform the job.

Framework of entry Quotas Flow Decrees – Decreto Flussi

How to apply If you already know the worker you intend to hire, you must submit to the Sportello Unico:

- Personal application for work authorisation;
- Documents proving availability of suitable accommodation for the foreigner in accordance with regional regulations;
- Proposed residence agreement (contratto di soggiorno) containing the essential elements of the agreement and your commitment to pay for foreign citizen's return journeys to their countries;
- Your commitment to notify the Sportello Unico of any changes regarding work relationship (termination of work relationship, change of working place, etc.).

Framework of entry Quotas Flow Decrees – Decreto Flussi

Activities at the Sportello Unico Immigrazione:

STAGE 1 In order to enable the Employment Centres (CPI) to publicise the job applications of workers registered in the employment listings, the Sportello Unico sends such information to all the Italian Employment Centres by electronic mail.

It also publicises the information on its website and by any other possible means.

Framework of entry Quotas Flow Decrees – Decreto Flussi

Activities at the Sportello Unico Immigrazione:

The Sportello Unico:

- Acquires the opinion of the Questore (Provincial Police Chief) to find out if there are obstacles on the part of the worker that may hinder work authorisation;
- Acquires the opinion of the Provincial Labour Office as to whether the required minimum contractual standards are met or not and the employer's income capacity .

Framework of entry Quotas Flow Decrees – Decreto Flussi

In case of one of the above offices' negative opinion, the Sportello Unico rejects the application.

In case of positive opinion:

- The Sportello Unico summons the employer to collect the work authorisation and sign the contract;
- It sends the documents to the Italian Embassy/Consulate by e-mail.

It is always important to remember that Subordinate work authorisation is valid for 6 months from the date of issue, during which the worker must come to Italy and sign the contract at the Sportello Unico.

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What the worker must do: Once the foreign worker has received the work authorisation from you, he/she shall apply for an appointment with the Italian Embassy or Consulate in his/her home country.

The Embassy/Consulate to which all the documents, including work authorisation, have been sent by e-mail, notifies the foreigner of the proposed contract and issues him/her an entry visa within 30 days.

It also must notify the Ministry of the Interior, Ministry of Labour and Social Welfare, INPS and INAIL.

Within eight days of entering Italy, the worker must go to the Sportello Unico that issued the work authorisation to sign the residence contract and submit an application for the residence permit; otherwise, he/she is considered to be in the national territory illegally.

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Activities at the Sportello Unico Immigrazione:

STAGE 2 When the worker reports to the Sportello Unico, the officer must: ✓ Verify the visa issued by the Italian Embassy/Consulate and the worker's personal data;

- ✓ Issue the fiscal code;
- ✓ Make sure that the foreign worker signs the Residence Contract;
- ✓ Issue the residence permit application form and forward the data to the relevant Questura (Provincial Police Headquarters).

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Issue of the Residence Permit After going to the Sportello Unico, the worker has to go to a **post office** where he/she will send the form picked up at the Sportello Unico with the relevant envelope.

The post office issues a receipt containing two personal identification codes (user ID and password), that can be used to check the status of the application by logging on to the website www.portaleimmigrazione.it.

The Questura will send a mail to the foreigner at the address indicated in the application form or a text message to the mobile number indicated in the application form, informing the applicant of the date he/she must go to the Questura to submit the photos and be fingerprinted.

The Questura will then send another mail or text message informing the foreigner to collect the residence permit.



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CHAT EURES: EURES Advisers can be contacted through EURES portal

<https://ec.europa.eu/eures>, by accessing to the CHAT service.

For Italy, the service is available every Friday (except public holidays) from 10:30 to 12:30 (CET).

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