

Practical Guide for foreign researchers in the Valencia Region

Working here



General information

● Community workers

As observed in the previous point on 'Entry conditions/Visas', citizens of the European Economic Area (Member States of the European Union, together with Norway, Iceland, Liechtenstein) and Switzerland can circulate, settle and work freely in any of these countries with the same rights and obligations as the nationals of the country involved. This circumstance also applies to their relatives, whatever their nationality.

Therefore, as a national of any one of these countries one may engage in any labour activity in Spain, self-employed or employed, without needing to apply for any work permit and with the same rights as Spanish workers.

Note that for entry into Spain, an indispensable requirement is having a valid identity card or passport.

If one were to set up residence in Spain for more than three months, the citizen must apply for a registration certificate. Further information can be found at the website of the Ministerio de Empleo y Seguridad Social (Ministry of Employment and Social Security):

<http://www.mitramiss.gob.es/>

● Non-Community workers

Non-Community citizens who wish to come to our country to work will need the corresponding visa and work permit.

In order to obtain more information and advice on the necessary requirements and the Spanish legislation in force, it is advisable that these foreign nationals get in touch with the Spanish embassy or consulate in their country of origin.

Further information can be found at the website of the Ministry of Employment and Social Security:

<http://extranjeros.mitramiss.gob.es/es/informacioninteres/informacionprocedimientos/ciudadanoscomunitarios/index.html>

Note that nationals of states outside the European Economic Area linked to the world of business and talent may apply for a special authorisation. The conditions of entry and residence for foreigners wanting to invest and start up a business in Spain and those who work as highly qualified professionals, including researchers and professors employed by universities or centres of higher education and research, are regulated under the Law 14/2013 of 27 September of support for entrepreneurs and internationalisation.

Further information can be found at the following website:

http://extranjeros.mitramiss.gob.es/es/unidadgrandesempresas/ley14_2013/index.html

● Students

As an exception, foreign students may apply for a work permit in Spain, as long as the job is part-time and compatible with their studies. This permit will be valid for the duration of the studies.

Further information:

<http://extranjeros.mitramiss.gob.es/es/informacioninteres/informacionprocedimientos/Ciudadano snocomunitarios/hoja003/index.html>

Information of interest can also be found at:

- Information on Work. Ministry of Employment and Social Security:
<http://extranjeros.mitramiss.gob.es/es/informacioninteres/informacionprocedimientos/index.html>

The Labour market

Numerous sources of information on the labour market are available for citizens in the Valencia Region, in which, besides job offers, counselling services on job hunting are provided. The most important are the following:

● The universities

The Valencian universities have specialised services in job searching and their basic mission is to foster the placement of recent graduates in the labour market.

Generally, the universities have professional counselling services for candidates, involving both personal meetings in which specialised counsellors provide customised attention, and the possibility of also taking part in training sessions, and distance counselling, via the Internet.

The following list includes links to different services run by the universities in the Valencia Region regarding the search for employment and management of job vacancies:

Universitat de València

UV Empleo

Tel. 961625901

<https://www.uv.es/uvempleo>

Universidad Politécnica de Valencia

Servicio Integrado de Empleo

Tel. 963877888

<http://www.upv.es/entidades/SIE/>

Universidad de Alicante

Gabinete de Iniciativas para el Empleo

Tel. 965909828 / 965909795

<http://www.gipe.ua.es>

Universitat Jaume I

Oficina de Inserción Profesional y Estancias en Prácticas

Tel. 964387066 / 964387072

<https://www.uji.es/serveis/oipep>

Universidad Miguel Hernández

Observatorio Ocupacional

Tel. 966658646

<http://observatorio.umh.es/>

Universidad Cardenal Herrera-CEU

Servicio de Carreras Profesionales

Tel. 961369000 Ext. 62021

<https://www.uchceu.es/servicios/carreras-profesionales>

Universidad Católica de Valencia "San Vicente Mártir"

Área de Prácticas y Empleo

Tel. 963637412

<https://www.ucv.es/pruebas/area-de-practicas-y-empleo/-que-es>

● Servicio Valenciano de Empleo y Formación (Valencian Employment and Training Service)

In the Valencia Region, the employment service is managed by the Valencian Employment and Training Service (LABORA).

LABORA, an organisation belonging to the Generalitat Valenciana - Department of Sustainable Economy, Productive Sector, Trade and Employment, acts as an intermediary or meeting point between Valencian companies and professionals and/or job seekers. Through its network of offices, the SERVEF offers information regarding vacancies and training programmes. Its [webpage](#), which is continuously updated, shows the employment and training courses that SERVEF offers in the different municipalities.

[The Special Employment Centres](#), [Associated Centres](#) and [LABORA Employment Centres](#) deal with job vacancies.

These centres are spread throughout the entire territory of the Valencia Region and their services are free.

REGISTER AT A LABORA EMPLOYMENT CENTRE

The first step to have access to the services offered by LABORA is the registration at the nearest LABORA Employment Centre that can be done both by unemployed people and also by employed people who want to improve their job. It is voluntary for everyone except for those jobseekers who want to request unemployment benefits. In this last case, registration is obligatory.

Requirements for registration

- Residence in the Valencia Region.
- European Union citizenship or citizenship from any other country in the European Economic Area or Switzerland, or through marriage or descent under 21 years or elderly depending on your economic situation.
- Being a worker from a country outside the European Union with the right to work in Spain.
- Over 16 years old.
- Being fit to work.

Documents needed

- Valid Identity Card or Passport if you are Spanish or member of the EU, Iceland, Norway, Liechtenstein or Switzerland.
- For third country citizens, authorisation to work in Spain issued by the Spanish authority.
- Social Security Card if you have worked in Spain before.
- Certificates and professional qualifications.
- Any document that credits your working experience.
- Disability certificate if you have one.
- Foreigner Identification Number (NIE). It is not necessary to register but we recommend you apply for it as soon as possible, as it is compulsory for filling out forms with the Spanish administration.

Registration at a LABORA employment centre can be done at any time, except if you apply for an unemployment benefit. In this case, the registration expiry date will be of 15 working days since you finished working.

If you have been registered before with the SERVEF, you can request an appointment over the internet. If this is not the case, please find your nearest office [here](#). The office opening hours are Monday to Friday from 8am to 7pm, and 8am to 4pm in August. Alternately, you can call 012 from within the Region, or 963866000 from outside the Region.

The demand document (DARDE)

Once you have registered at the LABORA employment centre, you will be given a document called DARDE. This document includes the registration date and your next renewal appointment.

The DARDE can also be renewed over the Internet using the AUTOSERVEF code that appears on the DARDE card or the electronic signature from the Generalitat. The DARDE renewal must be done on the appointed date. In the event of an emergency that prevents attendance, you will have to show proof of the circumstance as soon as possible to your nearest LABORA employment centre. If you do not renew the card, you will be immediately deleted from the LABORA data base.

For further information:

- LABORA information phone number: 012 (from within the Region) 963 866 000 (from outside)
- Website: <http://www.labora.gva.es/es/ciudadania>

● Chambers of Commerce in the Valencia Region

The Chambers of Commerce of Alicante and Castellón, as LABORA Associated Centres, have administrative authorisation to perform supporting tasks in labour mediation. These actions essentially entail informing and directing employment seekers, processing the relevant applications for employment, and gathering and monitoring job vacancies.

On the other hand, the Valencia Chamber of Commerce has an extensive [list of vacant positions online](#), in which both the interested companies and potential candidates can register to use all the available services. At the website, employment seekers can submit their Curriculum Vitae and access the vacant position notice board, classified by provinces and by professional profiles.

Further information can be found at the Chambers of Commerce in each province:

VALENCIA

Cámara Oficial de Comercio, Industria, Servicios y Navegación de Valencia
C/ Poeta Querol, 15
Tel. 963103927
Web site: <http://www.camaravalencia.com>

CASTELLÓN

Cámara Oficial de Comercio, Industria, Servicios y Navegación de Castellón
Avda. Hermanos Bou, 79
Tel. 964356500
Web site: <http://www.camaracastellón.com>
E-mail: info@camaracastellon.com

ALICANTE

Cámara Oficial de Comercio, Industria, Servicios y Navegación de Alicante
Plaza Ruperto Chapí, 3
Tel. 965201133
Web site: <http://www.camaralicante.com>
E-mail: info@camaralicante.com

● EURES Network (EUROpean Employment Services)

The EURES (European Employment Services) Network is a cooperative network for employment and the free circulation of workers within the framework of the European Economic Area (EEA), created in 1993 by decision of the European Commission.

The Network, through its advisers across Europe, provides information on employment, vacancies and life and work conditions in EEA States, thus facilitating the mobility of European citizens. At the same time, it allows entrepreneurs to disseminate offers of employment beyond the national scope (in any European Economic Area State).

The main objectives of EURES are:

- To inform, guide and provide advice to potentially mobile workers on job opportunities as well as living and working conditions in the European Economic Area;
- To assist employers wishing to recruit workers from other countries;
- To provide advice and guidance to workers and employers in cross-border regions.

The EURES Network in the Valencia Region is part of LABORA, and has an adviser in each province:

Valencia

E-mail: eures_valencia@gva.es
Tel. 961271924

Castellón

E-mail: eures_castellon@gva.es
Tel. 964558669

Alicante

E-mail: eures_alicante@gva.es
Tel. 965900392

For further general information on EURES:

<https://ec.europa.eu/eures/public/en/homepage>

● **Official colleges**

Most of the professional colleges have their own lists of job vacancies, in addition to professional counselling and other services.

● **Temporary Work Agencies**

Temporary work agencies (ETTs) are private companies that provide temporary employment by hiring workers to perform services for other companies.

When a company needs to cover a temporary vacancy, it goes to an ETT, which then conducts a search and selection process to find a worker that matches the needs of the company.

It is possible to access a list of such companies from the webpage of the Ministry of Employment and Social Security, where the temporary work agencies in Spain are classified by provinces: http://www.empleo.gob.es/es/sec_trabajo/debes_saber/ett-OIA/

● **Companies dedicated to the selection of jobseekers and human resources**

These are private companies that gather and handle the vacant positions of other companies, and subsequently perform a pre-selection of employment seekers, after which the requesting company can choose the expert that most interests the company.

● **The Media: Press, Radio, TV and Internet**

Most national and regional newspapers publish job offers daily, although the Sunday papers have the greatest number of vacancies. Local newspapers also have classified advertisements, in which different vacancies can be found.

In the main tourist areas, newspapers can be found in different languages (German, English or French), which

also offer job opportunities. In addition, the international press or specialised trade journals usually publish employment vacancies for Spain and these are a source of very useful information, though these positions are mainly for managers, technicians or professionals.

Here are links to main national newspapers with job information and vacancies:

[El País](#)
[Expansión](#)

On the other hand, radio and television are another good option when it comes to looking for work. These media outlets, both public and private, broadcast programmes devoted to employment and provide information on positions vacant. A well-known programme is *Aquí hay trabajo* (There is work here), which is broadcast from Monday to Friday at 9.30am on Spanish television (TVE2) - more information on the **[programme's website](#)**.

Finally, numerous web pages are available that allow companies and workers to find each other, and these sites offer hundreds of vacancies, making them true employment gateways.

The following list provides some of the most frequently visited websites for employment:

<http://www.infoempleo.com/>
<http://www.infojobs.net/>
<http://www.laboris.net/>
<https://www.iberempleos.es>
<http://trabajamos.net/>

Directory of Companies in the Valencia Region: **<http://www.paginasamarillas.es/>**

Directory of Companies in Europe: **www.europages.com**

Search tool for Public Employment: **www.administracion.gob.es**

● Trade fairs and Congresses

Trade fairs, congresses, courses and exhibitions are meeting places at which valuable information on the labour market can be found, and where interesting contacts can be made at the same time. Further information can be obtained by checking out the calendar and the events programmed by the different institutions: Chambers of Commerce, Universities, trade fairs, **[RUVID's webpage](#)**, etc.

● Servicio Público de Empleo Estatal (SEPE)

The SEPE is an organisation of the Spanish Government (Ministry of Employment and Social Security) which aims to design and develop policies and actions related to employment, as well as managing unemployment benefits and carrying out studies on the labour market.

One of its main aims is to help jobseekers and offer companies a platform to publish their vacancies.

Among the services currently offered are:

- How to Find Work
- Job vacancies
- Unemployment Benefit Procedures
- Training opportunities
- Professional certificates
- Self-employment
- Help with business plans
- Information on contracts for employers