



## YOUR RIGHTS AS AN EMPLOYEE IN FINLAND:

- You are equal with a Finnish employee
- You get paid according to the collective agreement of your branch
- You get compensation for working overtime
- You are entitled to sick leave
- You get an introduction to your work
- You can join a trade union that can advise you on benefits and rights at the workplace
- You can report problems you face at work to your employer or to an Occupational Safety and Health authority



## MAKE SURE YOUR RIGHTS ARE NOT VIOLATED IN ANY OF THESE WAYS:

- You don't have a contract of employment
- You are not paid according to your contract
- You don't pay taxes
- You are discriminated against e.g. for your skin colour or religion
- The working environment is not safe and causes a risk to your health
- You need to pay someone to get a job or you are pressured into doing a job you don't want to do

**COLLECTIVE AGREEMENT** = A contract between trade unions and employers' associations that regulates the terms and conditions of employees at the workplace, such as working hours and salary.

**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION** = Authority aiming to reduce the risks to the physical or mental health of employees at the workplace.

**EMPLOYMENT DISCRIMINATION** = Discrimination at workplace based on for example nationality, skin colour, age or religion. Employment discrimination is a crime.

**TRADE UNION** = Organization of workers defending and improving employees' working conditions. Union membership is voluntary. There are many trade unions in Finland.

**HUMAN TRAFFICKING** = In labour exploitation an employee may be misled or pressured into working without a contract, paid too low a salary, or be forced to work too long hours or through incurring debt. Threatening an employee or his/her family with violence may be a sign of human trafficking. Human trafficking is a serious human right violation and a crime.

### CONTACTS:

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- Tax Office **vero.fi** and tax card services: **029 497 000**
  - The Finnish Immigration Service **migri.fi**: **0295 419 600** Mon-Fri 9-16
  - The Central Organization of Finnish Trade Unions (SAK): **0800 414 004**
  - Occupational Safety and Health Administration: **029 501 6620**
  - Victims of human trafficking: **029 546 3177**

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## LOOKING FOR A JOB?

### ASYLUM SEEKER'S FIRST STEPS INTO THE FINNISH WORKING LIFE

#### TIPS FOR WORKING IN FINLAND:

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- Be always on time for work
  - Respect the agreed work shifts and days off
  - Follow the rules
  - Ask for advice
  - Be proactive and independent
  - Do your best at work
  - If you get sick, let your employer know as soon as possible
  - Take care of your own wellbeing
  - Be open-minded and patient – adapting to the Finnish working environment might take some time

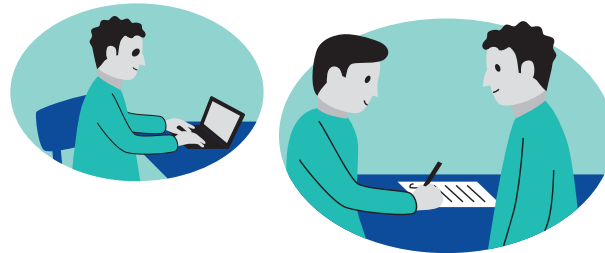
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## PREPARING FOR A JOB

- You may start working three (3) months after you applied for asylum if you had a valid passport at that time. You may start working six (6) months after you applied for asylum if you didn't have a valid passport.
- Finding a job is easier if you speak Finnish or Swedish. It's worthwhile to learn the language!
- Education is important. Many jobs in Finland require an official training.
- Employers often ask to see certificates of your previous employment and education. Sometimes it is necessary to present authorized translations of your certificates in Finnish.
- If you have a degree and want know about recognition of qualifications, you can find information at the Finnish National Agency for Education [oph.fi](http://oph.fi) or Valvira [valvira.fi](http://valvira.fi).
- Check if you could complete supplementary trainings. For example the Hygiene Passport (card) is usually required for work at restaurants, cafés and kitchens, and the Occupational Safety Card is often required for construction work.
- Civic skills will help to succeed in the labour markets. There is a Civic Orientation Textbook freely available at [yhteiskuntaorientaatio.fi](http://yhteiskuntaorientaatio.fi) for example in English, Swedish, Finnish, Arabic, Dari and Somali.

## APPLYING FOR A JOB

- Reflect what type of work you could seek:
  - Do you have a profession?
  - What jobs have you done?
  - What have you studied?
  - What languages do you speak?
  - What kind of work interests you?
  - What are your special talents?
- Find out what kind of work is available in your area and be in contact with employers. Be open to different types of work opportunities.
- Write a job application and a CV.
- Most job ads are on the internet. You might fill out online applications on job search websites, or send an application to the employer by email.
- If you are a suitable candidate for the job, you might get an invitation for a job interview. Prepare to explain why you would be a good choice for the position you have applied for.



## STARTING A NEW JOB

- It is the employer's duty to check the employees right to work in Finland. Either employer or employee may request a **certificate of the right to work** from the Finnish Immigration Service. The request will be submitted with a form and it costs 50 Euros. Attach the receipt of payment with the form. More information about the request form about the right to work: [migri.fi/en/certificate-requests](http://migri.fi/en/certificate-requests).
- Sign a written contract with the employer. Make sure that you understand everything in the contract. The contract should include information about the salary, working hours, employment period and the work tasks.
- You need a bank account for the salary. Inform your employer's payroll clerk your bank account number to receive your salary. If you cannot open a bank account, ask your reception centre if you could get a PFS-card to receive your salary.
- The Tax Card is a very important paper! You can get a tax card from the Tax Office. Take your personal reception centre card with you. Some Tax offices give Finnish social security numbers. Inform the Tax Office of your bank account number to receive any tax returns.
- Inform the reception centre staff immediately about your employment. Salary will affect the amount of the reception allowance.