



Looking for work in *the Czech Republic*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical fact sheets to support you in your job-hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on Czech Republic.

Work permits in the Czech Republic

- Since the 1st of May 2004, the Czech Republic has been open for EU nationals concerning study or residence purposes. However job mobility between the 'old' 15 EU Member States and the 10 'new' EU Member States still faces some restrictions for up to a maximum of seven years after the EU enlargement.
- Contact the Czech embassy in your home country for further information.

The application procedure in the Czech Republic

- The most successful way of finding a job in the Czech Republic is responding to newspaper advertisements.
- While English is the language of business, a sound working knowledge of Czech is highly appreciated, although not essential.
- In the Czech Republic, CV databases are very popular.
- Job interviews are often conducted in English.

Writing a CV in the Czech Republic

- The key focus of your CV should be to persuade the employer to invite you for an interview. Therefore, your CV is a marketing tool, which should be adapted to the market you intend to use it in.
- Your CV should be organised chronologically.
- Mention all qualifications and diplomas obtained. Specify exactly when and where (give the name of the university) and what (mention the discipline) you have studied.
- Include your language skills in depth.
- Detail the exact job description and the responsibilities you have held in each job.

The application letter in the Czech Republic

- Application letters are usually typed.
- Your covering letter should be short, about 10 to 20 lines.
- References are usually not required.

Dos

- Be prepared for two to four application interviews in the Czech Republic.
- Mention several reasons why you consider yourself the right candidate for the job.
- Look interested – ask questions.
- Provide examples to prove your achievements and why you are the right candidate for the job.
- Ask if you don't understand the question.

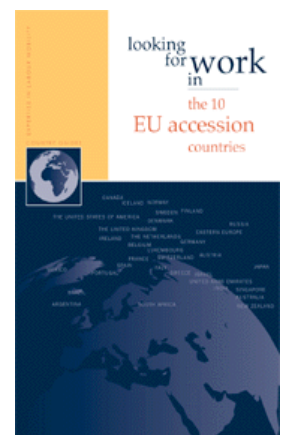
Don'ts

- Send references along with your application letter.
- Sit until invited in a Czech application interview.
- Answer questions with a simple 'yes' or 'no', elaborate on your answers.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in the Czech Republic

- Many companies still work in the traditional way: the top management decides.
- Education and social networks have become status symbols in the Czech Republic.
- Most business is done at an informal level, so establish personal relationships.
- Meetings in the Czech Republic are for the sole purpose of informing employees of decisions already made by the management.
- Czechs are somewhat suspicious about new products and new ideas.
- Stay formal and keep saying sir ('pan') and madam ('pani'), until you are invited to use first names.

This information is based on the *Looking for work in the ten EU accession countries* guide (ISBN 978-90-5896-084-9), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in the ten EU accession countries guide tells you everything you need to know. If you want to order or find out more about our services, have a look at www.labourmobility.com.



Good luck with your application in Czech Republic!