



Looking for work in Spain

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 Spain:

Work permits in Spain

- EEA citizens are free to move and work wherever they want to, within the EEA (including Spain).
- You must apply for a residence permit. This is valid for five years and should be issued within six months of your arrival.
- Contact the Spanish embassy in your home country for more information.

The application procedure in Spain

- Personal contacts, or networking, are the most important route to a job in Spain.
- The Spanish job centres have a good overview of all available jobs.
- In Spain the Internet is increasing in importance as a medium to look for a job.
- You can work using the Spanish language throughout Spain, but if you work in Catalunya, people will expect you to understand the basics of their Catalan language.

Writing a CV in Spain

- There are no strict rules for a CV in Spain.
- 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 in which you intend to use it.
- Give your passport or ID number under your personal details in a Spanish CV.
- List all your former employers, including tasks and responsibilities performed.

The application letter in Spain

- Accompany your CV with a typed application letter, translated certified qualifications and copies of diplomas.
- Testimonials of former employers are hardly ever requested in Spain.
- Mention the reference number of the vacancy (if applicable) in the letterhead of your application letter.
- Mention your relevant work experience.
- Application forms are widely used in Spain.

Dos

- Be prepared for a long application process in Spain.
- Get a temporary job in Spain; this will help with your networking.
- Provide examples to prove your achievements.
- Ask if you don't understand the question.

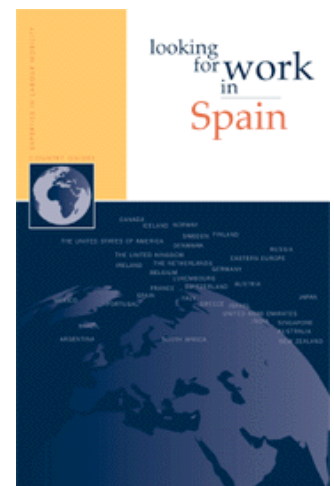
Don'ts

- Underestimate the power of networking in finding a job in Spain.
- Be surprised by psychological and psychometric test during the Spanish application process.
- Raise the issue of salaries in the first interviews; this should not be mentioned until the company offers you the job plus the recruiter starts the discussion, not the candidate.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in Spain

- Throughout Spanish business, individualism is predominant in management and team orientation is less important.
- Detailed job descriptions are rarely used in Spain and assessment of staff is rather uncommon.
- Success is seen more as a result of luck, than personal achievement.
- Meetings in Spain are merely to give instructions to subordinates, not to make decisions.
- Most communication in Spanish organisations is through spoken and personal contacts.
- Lunch and dinner are important when doing business in Spain.

This information is based on the *Looking for work in Spain* guide (ISBN 978-90-5896-055-9), 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 Spain* 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 Spain!