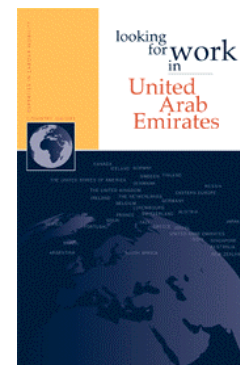


Looking for work in United Arab Emirates

Working abroad sounds like an adventure to many people. However, it requires thorough preparation, starting with a successful application. Expertise in Labour Mobility (ELM) has prepared a set of country guides describing the main routes to employment in over 40 countries. This is a brief abstract of the *Looking for work in the United Arab Emirates* guide, highlighting the main focus points. For more detailed information, consult the full guide on the United Arab Emirates (ISBN 90-5896-0331).



Work permits in the United Arab Emirates

- To work in the UAE you have to have a labour card. You can apply for it, if you have a residency permit.
- To become a resident in the UAE you have to have a sponsor – someone who will legally vouch for you.
- For further information contact the embassy of the United Arab Emirates in your home country.

The application procedure in the UAE

- Be prepared for more than one interview in the UAE.
- Bring a copy of your passport, photographs and an extra CV.

Writing a CV in the United Arab Emirates

- 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.
- A CV in the UAE should be written in a chronological or functional order.
- Mention language skills and experience or knowledge of the Middle East.
- If you are not married, it is not wise to mention that you 'only' live together with a partner – it is not in compliance with the Muslim religion.

The application letter in the UAE

- The letter should be typed and should explain why you are the right person for the job.
- Mention your motivation for wanting to work for the specific company.
- Send it together with the CV and a photograph.

Do's & Don'ts in the UAE

- Do**
 - Check also the small ads and the employment pages in the newspapers.
 - Look interested – ask questions.
 - Ask for clarification if you don't understand the question.
 - Provide examples to prove your achievements.
 - Try to contact your fellow countrymen. They can help you to build your network and get the desired job in the UAE.
- Don't**
 - Be unprepared for an interview in the UAE.
 - Underestimate personal contacts and the use of networking in the UAE.
 - Sit until invited.
 - Criticise former employers.
 - Go over the top – stay calm and stick to the facts.

Management culture in the United Arab Emirates

- The power of decision in the UAE lies with a small number of individuals from important ruling families.
- There is a national urge to negotiate in the UAE – don't forget Arabs enjoy bargaining to the full!
- Don't be surprised if you need several meetings before you can get to the point. Arabs don't discuss business at the first encounter.
- Silence in a communication is not uncommon in the UAE.
- In the United Arab Emirates it is widely accepted to be late.

For more information on employment in the United Arab Emirates, order the *Looking for work in the United Arab Emirates* guide – one of ELM's *Looking for work in...* guides – at www.labourmobility.com. It's all you need to make that first successful step abroad!

Good luck with your application in the United Arab Emirates!