

While looking for a job, prepare a set of necessary documents.

First, a brief **CV** (curriculum vitae). Below the information, which curriculum vitae should include:

### CV

**Name and Surname**  
mail@address.pl  
**telephone:**  
**date of birth:**  
**country of residence:**  
**city:**



Photo

**Experience:**  
2013 – 2016 – international driver, XYZ Ltd. Company, Lublin, Poland  
2005 – 2013 – city bus driver, Lutsk, Ukraine

**Education:**  
2000 – 2005 – Secondary Mechanical School

**Languages:**  
Ukrainian - mother tongue  
Polish - communicative level  
German - communicative level

**Skills:**  
Driving license: B, CE, D

**Trainings and courses:**  
driving course instructor

*I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2002, item 1182 as amended.*

Consent for processing personal data – is important particularly when sending requests over the Internet.

For each offer a cover letter is required, it emphasizes the strengths of the applicant and contains information that is not included in resume.

### Cover letter

Name and Surname  
Address  
Telephone  
mail@address.pl

Lublin, 1 June 2016

Name and Surname  
of the receiver

In response to your job offer published on 1 June 2016, I would like to propose my candidacy for the position of the driver in the ABC Inc. company. I have got an experience as a category C + E driver. I am convinced that I meet the expectations contained in the job you offer. For the last five years I have been employed as an international driver, my duties among others, included: preparation of the vehicle and cargo to transport, cargo documentation.

.....  
Name and Surame

Add the copies of documents confirming experience (work certificates, references, diplomas).



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# LOOKING FOR A JOB



UNIA EUROPEJSKA  
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MIGRACJI I INTEGRACJI

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**Safe Harbour**

## Where to find work?

- websites
- newspapers with job offers
- boards placed at universities (careers offices), in the supermarkets, Labour Offices
- employment agencies
- shop windows, cafes, restaurants (often there is a vacancy notice posted in the windowscreen)
- Labour Office.

To be able to enlist the help of the Labour Office you have to meet a condition of continuous employment, which means that you should be employed for the last 6 months to the date of registration. Registration at the Labour Office can make a foreigner authorized to:

- permanent residence permit
- long-term EU residence permit
- temporary residence and work permit for highly qualified employees
- temporary residence permit for the purpose of scientific research
- permit for humanitarian or tolerated stay
- temporary residence permit for long-term residents from other EU countries.

Labour Office distinguishes two groups of people out of work, these are **unemployed** and **job seeking**. Each group is entitled to different benefits.

## Unemployed is a person:

- from the age of 18 to retirement age
- not employed and not performing other work
- ready to work full time
- not learning at school, with the exception of adult schools or universities in evening or extramural classes
- without right to pensions or benefits: early retirement, retirement allowance, rehabilitation allowance, sickness or maternity benefit
- who is not a farmer
- non-operating business
- to which a pre-trial detention is not used, not serving a prison sentence.

## The unemployed may benefit from:

- one-time grants for starting a business
- internship
- intervention works
- loans for starting a business.

From the moment of obtaining the status, unemployed person is having a health insurance. The right lasts during the whole period of having the status of unemployed.

## A job seeker is a person:

- during the period of termination of the employment contract
- employed by the employer who is declaring bankrupt
- receiving a social welfare payment
- collecting training provision
- who is working, is over the age of 45, and is interested in professional development.

A job seeker is not reported to the health insurance and health insurance contributions are not paid for this person. Job seeker is not entitled to unemployment benefits.

Labour Offices have got the possibility to grant subsidies to employers for hiring unemployed persons. The subsidies include reimbursement of workplace equipment, refund of the payment of social security contributions for employees under 30 years of age, funding salaries for employment of workers over 50 years of age.

## Active job searching

Sending CV and cover letter in response to the offer does not guarantee a job. It is worth to leave application documents in person. The fact of personal commitment in providing application documents may work in favour in considering your offer.