

# Employment

To legally conduct business in the Czech Republic, you will need to own a company (see page 31), work independently from a Trade License (see page 32), or work as an employee. In order to work as an employee, non-EU citizens must first obtain a Work Permit.

## Getting a Work Permit

**NOTE:** EU citizens and their families do not require a work permit to become legally employed in the Czech Republic.

**Non-EU citizens** must obtain a work permit (*povolení k zaměstnání cizince*) AND must have a visa issued for employment purposes or a long-term residency permit (see Residence Permits on page 15). Exceptions to these conditions are:

- If you have a permanent residence permit.
- If you have been granted asylum in the Czech Republic (as long as the application for asylum is at least a year old).
- If you are the spouse (or family member granted long-term residence on the basis of co-habitation) of a non-EU citizen who meets either of the first two criteria.
- If you have a long-term residence permit issued for work purposes from another EU country (as long as the permit is at least a year old).

You must apply for the Work Permit at the Labor Office in your local district (in Prague, the main Labor Office is in Prague 3). The application may be submitted by a third party with power of attorney (an employer will often take care of this) and costs 500 CZK to submit. The application for a Work Permit must state a specific employer, and a specific job position. To work as an employee for multiple jobs, you must obtain a separate work permit for each job. If you need a Residence Permit or Visa (which is likely), one can be applied for at the Foreign Police using the Work Permit application as a basis for the Residence Permit (see Residence Permits on page 15).

Additionally, the position stated in the application must be reported by the employer to the Labor Office as a vacant position. The Labor Office will attempt to staff the position themselves with eligible candidates; only after they have been unsuccessful (this process can take months) will they issue the Work Permit to a non-EU citizen. In certain cases (internships, etc.) the position needn't be reported as vacant.

**Employers** must also obtain a permit for hiring foreign employees (*povolení získávat zaměstnance ze zahraničí*) to legally employ a non-EU citizen.

### The Work Permit

If the above criteria are met, the Labor Office will issue a Work Permit specifying a certain employer, job position, job location, and duration of employment (maximum of one year). If there are any changes in the above details, you must notify the Labor Office and apply for a new permit.

**NOTE:** if the employment is terminated at a date earlier than specified in the Work Permit, you will also lose your Residence Permit if it was applied for on the basis of the Work Permit!

The work permit is only valid for a maximum of one year – after this time it can be extended, but must go through the same conditions as when it was issued! Each extension is only valid for one year, and must be annually renewed. The extension request must come with a

statement from the employer noting that the employer agrees to the extension. After each yearly extension, you must also report to the Foreign Police to apply for an extension of your Residence Permit or Visa. The extension requests must be submitted no sooner than 90 days prior and no later than 14 days prior to expiration.

While handling the employment process of non-EU citizens is commonplace for bigger corporations, it is a large and time-consuming inconvenience for individual persons or small business.

**TIP:** visit the employment section of the Ministry of Work and Social Affairs website at [portal.mpsv.cz/sz](http://portal.mpsv.cz/sz). Here you can find further information on employment in the Czech Republic (in English) as well as a searchable job database that includes information from all employment offices in the Czech Republic. You can also specifically search for employers that are authorized and willing to employ foreigners.

## Labor Offices



**Main Prague Labor Office**  
Domažlická 11, Prague 3 ..... [portal.mpsv.cz/sz](http://portal.mpsv.cz/sz)  
+420 221 921 111

**Prague 2 Branch**  
Bělehradská 86, Prague 2 ..... [portal.mpsv.cz/sz](http://portal.mpsv.cz/sz)  
+420 221 592 351

## Employment Law

### Employment Contracts

Employment is typically started with an employment contract, which can be set for a specific or non-specific period of time and may include a three-month trial process. The employment contract should clearly detail all aspects of employment, must be in written form and must include the type of work, the location of work, and the start date. Without these three details, the contract is invalid. Other terms and conditions both parties would like to agree to should also be included; any aspects of the contract that are not in accordance with the law would invalidate the sections in which they are contained, but not the contract as a whole.

### Termination

The contract may be ended by the employer or the employee under any of the following conditions:

- Expiration of the employment contract
- Mutual agreement between the two parties
- A Termination Notice submitted by either party that details reasons for termination (which must be clearly defined in the Labor Code if the employer initiates the termination); the notice should come with a previously defined timeframe (usually 2 months), after which, the employment is officially terminated.
- Immediate Termination by either party, which can only be used in certain circumstances.
- Termination during the trial period, in which case a reason for termination doesn't officially have to be given.
- For non-EU citizens, the contract can be terminated on the date their Residence Permit or Visa expires, if the employer wishes to revoke the Work Permit.

### Employee Rights

Employers must treat all employees equally, and follow anti-discrimination laws and guidelines detailed in the Labor Code. Any type of discrimination based on race, sex, beliefs, etc. is illegal. In the event of any violation of equal rights or discrimination by the employer, the employee can request that the employer halt and remedy the situation, and if this isn't sufficient, can pursue further compensation through the legal system.

**Working Hours:** the maximum number of hours an employee is required to work per week is 40.

**Vacation Time:** the minimum amount of paid vacation an employee is to receive is to total four weeks per year.

**Minimum Wage:** as of July, 2008, the minimum amount employees are required to be paid are:

- 48.10 CZK per hour if the employee is paid hourly, or:
- 8,000 CZK per month if paid monthly.

**Maternity Leave:** a female employee is entitled to 28 weeks maternity leave coinciding with the birth of a child, which an employer must tolerate. If the woman has had twins (or more) or is a single mother, the maternity leave can be extended to 37 weeks. The maternity leave can never be less than 14 weeks, and can never end less than six weeks after the birth of a child. During the maternity leave, the employee does not receive a salary, but instead financial support from the government

**Paternity Leave:** after the birth of a child, male parents are entitled to any paternal leave deemed necessary until the child reaches the age of three, during which they will receive benefits from the state in absence of a salary. As with maternity leave, the employer is required to tolerate this absence.

**Unions:** employees have the right to assemble via unions, which protect employee rights and negotiate with employers and state bodies to create favorable working conditions. Unions can operate internally within a company or nationally across a field of work.

Violations of employee rights by the employer can be reported to the **State Labor Inspection Authority (SÚIP):**

**SÚIP Prague**  [www.suip.cz](http://www.suip.cz)  
Ve Smečkách 29, Prague 1 .....  +420 221 924 200

**Illegal Employment:** a foreigner found to be employed without a Work Permit or performing jobs inconsistent with their Work Permit

is subject to a fine of up to 10,000 CZK. An employer found to be employing a foreigner in such a manner is subject to a fine of up to 2,000,000 CZK.

## Finding Work

You're in Prague and legally able to work. Now what? You've got a number of options, but Czech language skills and specialization in a specific field will greatly increase your chances of landing employment. There are many international companies (such as DHL) located in Prague; if you feel you have something to offer one of them, drop off or e-mail your CV and follow-up in a few days. Even if they aren't currently hiring, many will contact you if something becomes available. These tips and resources will help get you started:

**Expats.cz/jobs:** The employment section at Expats.cz is all in English, with many new job opportunities posted every day by recruitment agencies and members of the community. Check it out at [www.expats.cz/jobs](http://www.expats.cz/jobs).

**Call Centers:** One of the types of business always in need of native English speakers (and native speakers of other languages) is a call center; thus they have become one of the more popular employers of foreigners in Prague.

**Language Education:** Teaching languages is another popular choice of employment for foreigners, with native speakers always in demand. See our list of schools in the language section on page 151.

**Newspapers:** The classified sections of Prague's local newspapers are a good source of job listings, with new openings appearing each week. The Czech-language dailies Mladá fronta DNES and Hospodářské noviny are entirely in Czech but offer a handful of English listings in each edition. English-language weekly The Prague Post has a small section devoted to job offerings as well. Employment opportunities can also be found on each publication's website.

**On-line Job Databases:** The trio of websites operated by **LMC Ltd.** ([jobs.cz](http://jobs.cz), [hotjobs.cz](http://hotjobs.cz), and [prace.cz](http://prace.cz)) offers a sizable database of



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job listings with hundreds of new openings posted each day. Most of the larger job databases are mainly in Czech, however. The web pages of many recruitment agencies, such as [monster.cz](http://monster.cz), are also a good place to look.

## Job-hunting Resources



<b>DobraPrace.cz</b> Gočárova 504, Hradec Králové	<a href="http://www.dobraprace.cz">www.dobraprace.cz</a> +420 495 534 986
<b>Expats.cz Czech Job Server</b> Anglická 26, Prague 2	<a href="http://www.expats.cz/jobs">www.expats.cz/jobs</a> +420 222 510 133
<b>Hospodářské noviny</b> Oveňecká 9, Prague 7	<a href="http://www.ihned.cz">www.ihned.cz</a> +420 233 071 111
<b>HotJobs</b> Jankovcova 2c, Prague 7	<a href="http://www.hotjobs.cz">www.hotjobs.cz</a> +420 224 810 053
<b>Job Master</b> Na Dobeševě 29, Prague 4	<a href="http://www.jobmaster.cz">www.jobmaster.cz</a> +420 241 731 331
<b>Joblist.cz</b> Bašty 8, Brno	<a href="http://www.joblist.cz">www.joblist.cz</a> +420 604 139 667
<b>Jobs.cz</b> Jankovcova 2c, Prague 7	<a href="http://www.jobs.cz">www.jobs.cz</a> +420 224 810 053
<b>Mladá fronta DNES</b> Karla Engliše 519/11, Prague 5	<a href="http://www.mfdnes.cz">www.mfdnes.cz</a> +420 225 061 111
<b>Monster Worldwide CZ s.r.o.</b> Přemyslovská 43, Prague 3	<a href="http://www.jobpilot.cz">www.jobpilot.cz</a> +420 257 314 971
<b>Prace.cz</b> Jankovcova 2c, Prague 7	<a href="http://www.prace.cz">www.prace.cz</a> +420 224 810 053
<b>The Prague Post</b> Štěpánská 20, Prague 1	<a href="http://www.praguepost.com">www.praguepost.com</a> +420 296 334 400

### 5 TIPS FOR JOB-SEEKERS

1. Expand your social circle to increase networking opportunities. Always follow up with people you meet at networking events with a brief email, note, or phone call.
2. Join a professional association like a chamber of commerce or expat business association.
3. Get your independent trade license or start an s.r.o. There is an investment up-front but if you plan to stay for a few years, it's worth it.
4. Have some business cards printed and make sure your CV is updated and lists your current projects and accomplishments.
5. Consider working with a business partner. Partnerships allow you to share the work of a start-up company and still keep your "day job."

## Recruitment Agencies

If you have a university degree and business experience you may want to contact a personnel agency. There are a variety of them in town, and many specialize in hiring international employees. Knowing Czech is often not a requirement, but the ability to speak another European language besides English will greatly increase your chances of finding a position.

Agencies are recruiting in a variety of fields, including: HR, sales, finance and accounting, customer service, IT, pharmaceutical, automotive, engineering, and hospitality.

There's currently a gap in the market for management and other positions that require experience. Also, web designers, IT people, and those with computer programming experience are especially sought after in Prague.

While English is important, speakers of other European languages will have advantages in many fields. These languages include German, Dutch, French, Swedish, Finnish, Spanish, Polish, Russian, and of course, Czech, among many others.

Many agencies have an online database of available jobs that allows for a job search from the comfort of your couch – register with them, and they'll email job offers that match your skills and expertise.

**BE WARNED:** many companies require valid permission to work in the EU. While some companies are willing to help non-EU citizens obtain the proper paperwork, others are not. If you are an EU national you will usually increase your chances of landing a job.

Some recruitment agencies target workers in the Czech Republic, Slovakia and Poland that are interested in working in the UK and elsewhere abroad. They specialize in finding employees for international companies as well as for newly relocated companies looking for experienced staff, quickly.

If you do have experience in a certain field, try and find an agency that specializes in the industry.

If you are a business bigwig you may want to investigate an executive search company. Most executive search companies only take on clients with a minimum of middle to top level management experience.

Most recruitment agencies will provide assistance with preparing your CV. Ask a variety of questions and be honest about your skills and your legal ability to work (or not) in the Czech Republic. Final Tip: Send a well-done, interesting, short CV. In an interview, be prepared and present yourself well.

## Recruitment Agencies



### Grafton Recruitment s.r.o.

Na Příkopě 1, 110 00 Praha 1  
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[www.grafton.cz](http://www.grafton.cz) [info@grafton.cz](mailto:info@grafton.cz)



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### Horizons Language Jobs sro

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+420 224 931 301  
[www.horizonslanguagejobs.cz](http://www.horizonslanguagejobs.cz) [info@horizonslj.cz](mailto:info@horizonslj.cz)



Horizons Language Jobs is Prague's first agency specializing in finding the right job for multilingual candidates and English speakers of both Czech and non-Czech nationality from throughout the EU.

### Monster Technologies



monster technologies

### Prague s.r.o.

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+420 296 509 405  
[www.monster.cz](http://www.monster.cz) [recruitment.prague@monster.com](mailto:recruitment.prague@monster.com)

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<b>AYS</b> Královská 7, Prague 1	<a href="http://www.ays.cz">www.ays.cz</a> ☎ +420 222 210 013
<b>C2D</b> Nám. Jiřího z Poděbrad 11, Prague 3	<a href="http://www.c2dglobal.com">www.c2dglobal.com</a> ☎ +420 222 951 553
<b>DRILL Business Services</b> Polská 54, Prague 2	<a href="http://www.drill.cz">www.drill.cz</a> ☎ +420 723 417 777
<b>Dunross</b> Sudoměřská 32, Prague 3	<a href="http://www.dunross.cz">www.dunross.cz</a> ☎ +420 222 723 664
<b>Employment Express</b> Hybernská 7a, Prague 1	<a href="http://www.employmentexpress.cz">www.employmentexpress.cz</a> ☎ +420 222 210 400
<b>Hays Czech Republic</b> Olivova 44, Prague 1	<a href="http://www.hays.cz">www.hays.cz</a> ☎ +420 225 001 711
<b>Kelly Services</b> Karla Engliša 6, Prague 5	<a href="http://www.kellyservices.cz">www.kellyservices.cz</a> ☎ +420 225 100 225
<b>Optima Recruitment</b> V Jámě 1, Prague 1	<a href="http://www.optima-recruit.cz">www.optima-recruit.cz</a> ☎ +420 224 162 700
<b>People Place</b> Vinohradská 151, Prague 3	<a href="http://www.peopleplace.cz">www.peopleplace.cz</a> ☎ +420 222 520 140
<b>Zeebra Resource Solutions</b> Pobřežní 46, Prague 8	<a href="http://www.zeebra.cz">www.zeebra.cz</a> ☎ +420 222 313 635
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<b>Sigmar Recruitment s.r.o.</b> Mezibranská 4, Prague 1	<a href="http://www.sigmar.cz">www.sigmar.cz</a> ☎ +420 224 941 171
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<b>Adecco, spol. s r. o.</b> Radlická 113a/714, Prague 5	<a href="http://www.adecco.cz">www.adecco.cz</a> ☎ +420 251 001 404
<b>CVO Group ČR, s.r.o.</b> Škrétkova 12, Prague 2	<a href="http://www.cvonline.cz">www.cvonline.cz</a> ☎ +420 226 518 400
<b>Advantage Consulting, s.r.o.</b> Štolská 3, Prague 1	<a href="http://www.acprace.cz">www.acprace.cz</a> ☎ +420 221 003 500

<b>May Consulting s. r. o.</b> Zlatnická 10, Prague 1	<a href="http://www.mayconsulting.cz">www.mayconsulting.cz</a> ☎ +420 222 232 111
<b>Axial Personnel Agency, s.r.o.</b> Hybernská 24, Prague 1	<a href="http://www.axial.cz">www.axial.cz</a> ☎ +420 234 715 000

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Bucharova 2, 158 00 Prague 5  
☎ +420 225 075 205

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## Consulting



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# HORIZONS



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