



UNIONE EUROPEA
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MINISTERO del LAVORO
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REGIONE AUTONOMA DI SARDEGNA
REGIONE AUTONOMA DELLA SARDEGNA
ASSESSORATO DI SU TRÀBALLU, FORMAZIONE PROFESSIONALE, COOPERAZIONE E SICURTÀZZA SOTZIALE
ASSESSORATO DEL LAVORU, FORMAZIONE PROFESSIONALE, COOPERAZIONE E SICURTÀZZA SOTZIALE

C.A.S.L.I.S.
Contrasto Allo Sfruttamento Lavorativo in Sardegna

Finanziato dal Programma PON INCLUSIONE FSE 2014-2020 – Asse III, gestito dal Ministero del Lavoro e delle Politiche Sociali, Direzione generale dell’Immigrazione e delle Politiche di Integrazione, in qualità di Organismo intermedio.
Codice CUP di Progetto: CUP E71D21000390007

Hi!

Do you have a residence permit that allows you to work or are you an asylum seeker and would you like to find a job in Italy 60 days after your asylum application?

Read carefully the following advice.

If you would like to look for a job, you need **to speak Italian and to know some important information.**

Speaking Italian is actually important to:

- communicate with the employees of the offices that provide assistance with paperwork and job searching;
 - read job advertisements in newspapers, on your computer or on your *smartphone* applications;
 - write your CV and cover letter (if you want to respond to a job advertisement and apply for it);
 - be able to communicate when potential employers will call you and understand their requests;
 - understand where you are, recognize road signs and orient yourself and arrive at the registered office of the company that invited you for an interview for a job that you applied for. During the interview, you will need to talk to the employer, answer his/her questions, introduce yourself and be able to explain who you are, why you applied for the job, why you would like to get the job and work for his / her company.
- If the company decides to hire you, speaking Italian will be also important when you sign the **job contract to avoid scams or labor exploitations** and, in particular, it will allow you to:
 - understand the contract provisions;
 - know your hourly wage;
 - know the amount of working hours per week that you will be paid for;
 - ask for information and clarifications before signing the contract.
 - Keep in mind that workers have **obligations** (respect the company’s rule, observe the agreed working hours, confidentiality, etc.) and **rights** (right to remuneration, to security, to observe a maximum amount of working hours per day and per week, to weekly rest and to paid holiday, sick leave, accident, maternity / paternity leave, etc.) in Italy.
 - As regards **occupational safety**, keep in mind that if **you have an accident at work**, you need to go to the closest Emergency Room or to see your General Practitioner, who will provide you with a medical certificate. You will have to provide your employer with a copy of the medical certificate, as he / she will have to report the **accident** to INAIL (Istituto Nazionale per gli Infortuni sul lavoro - National Institute for Insurance against Accidents at Work) immediately. If you comply with INAIL’s requests (further medical examinations, etc.), you will receive a **compensation** for your leave days until the end of the accident leave. **Keep in mind that YOU WON’T BE ALLOWED TO WORK** during accident leave; **if you do, you may lose the compensation.**
 - **If you get sick, keep in mind that:**
 - you are entitled to get the Health Insurance Card (Tessera Sanitaria) and be assigned to a General Practitioner (GP);
 - you will need to ask your GP for a medical certificate, which will be provided to INPS and will state the first and the last day of sick leave;
 - if you are still sick after the last day of leave as reported in the medical certificate, your leave can be extended;
 - your sick leave will be paid;



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- during your sick leave, you will need to stay at home at the address reported in the medical certificate at the scheduled times.
- **If you are pregnant**, talk to your GP, your health district (ASL) and to the local offices of a *patronato* and trade unions to ensure that your rights are respected and protected. **Keep in mind that dismissal is not allowed** during pregnancy and until the child turns one year old!

Warning!!!!

- **Don’t accept conditions not in line with labor laws.**
- **Don’t accept a job without signing a contract or that doesn’t guarantee your rights.**
- **Working without a contract is illegal in Italy:**
 - If you accept, you might not be paid for your work. Se accetti, corri il rischio di lavorare, ma non essere pagata/o

If you think that your contract is not regular or you think you are a victim of labor exploitation and would like to end this situation, you can report your case to your Municipality, to the Labor Inspectorate, to Police, to a Trade Union, to a Patronato or you can contact us on 0703423739 - 3420917789 – or via email us at lav.caslis@regione.sardegna.it

What should I do then?

Here’s some advice for you:

- a) Attend an Italian language course (you have many options: the CPIA and other institutions offer free courses and can provide you with a certification of your Italian language competence), as it will help you to:
 - ✓ Look for job opportunities by reading newspapers, using your computer, the internet or the online smartphone apps, and by word of mouth through the people that you talked to and know what type of job you would like to do;
 - ✓ Know the basic rules to access the job market; if you get the job, verify the contract provisions and sign it only after you are sure that it complies with the law; do your job properly and integrate yourself into the community where you chose to live.
- b) Go to the nearest employment center: the staff will assess your skills and professional experiences, will help you understand what type of job matches your profile, will provide information about job opportunities in the field of your interest, will assist you with writing your CV and cover letter to apply for the jobs that you are interested in.

YOU ARE WELCOME!!!



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