

Structure of information research and networking strategies

Matching

The following list of **internet sources** will help your client to collect the proper information regarding the following placement procedures:

1. Matching

Institutions in Europe	Link	Contact	What is it about?
EURES – The European Job Mobility Portal	https://ec.europa.eu/eures/public/en/homepage	Phone: +49 800 4080 4080 or +352 42 44 87 (Monday – Friday 08.30 – 18.00) By chat or Skype: through the website Email: Through the website	Offers practical, legal and administrative answers for moving and living abroad
European Youth Portal	http://europa.eu/youth/EU_en	Phone: +49 800 678 910 11 or +32 2 299 96 96 Lines are open on weekdays from 09.00 to 18.00 (CET) Email: directly on the website	The European Youth Portal offers European and national information and opportunities that are interesting for young people who are living, learning and working in Europe
Youth on the Move	http://ec.europa.eu/youthonthemove/ http://ec.europa.eu/youthonthemove/move/work/index_en.htm	By chat or Skype: through the website	Move to achieve a degree, get a new job, training and for your own business. The European Union supports more young people to work, train and study abroad. Many tools are at your client's disposal and bring him/her closer to possibilities
Institutions in Germany	Link	Contact	What is it about?
Bundesagentur für Arbeit (Federal Employment Agency)	https://jobboerse.arbeitsagentur.de/	Through the website	Job and apprenticeship seekers can publish their applicant profile, register as seekers, create applications, and find vacancies as well as information on self-employment
Make it in Germany	http://www.make-it-in-germany.com/	Phone: +49 30 1815 - 1111	Information about vocation and study offers in Germany, as well as the working and living conditions
BAMF (Bundesamt für Migration und Flüchtlinge)	www.bamf.de	Phone: +49 30 1815 - 1111 Mo-Fr: 09.00 until 15.00	Providing information about the dual study system and how to find

			vocational education, universities, jobs
Institutions in Spain	Link	Contact	What is it about?
Ministry of Employment and Social Security	http://www.empleo.gob.es/es/sec_trabajo/index.htm Associated portals: https://www.empleate.gob.es/empleo/#/ (job portal) https://www.empleate.gob.es/autonomos/#/ (self-employment portal)	Phone: +34 901 119 999 (citizenship), +34 901 010 121 (companies)	This service has the function of developing individual and collective labour relations, working conditions, unemployment protection, promotion of employment, occupational training, the social economy, and promoting self-employment
State Public Employment Service (SEPE) (Ministry of Employment and Social Security)	http://www.sepe.es	Phone: +34 901 119 999 (citizenship), +34 901 010 121 (companies) Online contact: https://sede.sepe.gob.es/contacte/contacteInternet.do	This structure design and develops measures and actions for employment, the implementation is adjusted to the different territorial circumstances
Institutions in Poland	Link	Contact	What is it about?
Wojewódzkie Urzędy Pracy/Powiatowe Urzędy Pracy/Regional Labour Office/District Labour Offices	http://psz.praca.gov.pl/	Addresses directly on website	General information and orientation about job offers, development of the labour market, living and working conditions
Vacancies database of the Public Employment Service	oferty.praca.gov.pl	Address: ul. Nowogrodzka 1/3/5 00-513 Warszawa Phone: +48 226 611 000 E-mail: info@mpips.gov.pl	Foreigners seeking for a job in Poland can browse the vacancies database or find contact about employers and send CVs
Vacancies database of the Voluntary Labour Corps	http://www.mbp.ohp.pl/	Address: KOMENDA GŁÓWNA / Main Headquarters, ul. Tamka 1, 00-349 Warszawa Phone: +48 22 862 64 36, +48 578 47 01/02 E-mail: komendaglownaohp@ohp.pl	Foreigners seeking for a job in Poland can browse the vacancies database or find contact about employers and send CVs
Institutions in Czech Republic	Link	Contact	What is it about?
Infoabsolvent (only in Czech language)	http://www.infoabsolvent.cz/	Address: Centrum kariérového poradenství Weilova 1271/6 102 00 Praha 10 Phone: +420 274 869 698, +420 724 652 241	This information system provides information on all schools and fields of education, information about the transition into the labour market and in further education and how to select fields of

			formal vocational education
Vacancies database	http://portal.mpsv.cz/sz/za_hr_zam/prociz/vmciz http://portal.mpsv.cz/sz/za_hr_zam/prociz/cv	Phone: +420 844 844 803 E-mail: kontaktni.centrum@mpsv.cz	Foreigners seeking a job in Czech Republic can browse the vacancies database or sign up and send their CVs
Integrated system of typical positions	http://www.istp.cz/	Address: Employment Service Administration, MOLSA, Czech Republic Phone: +420 221 923 687, +420 221 923 171 Phone: +420 577 601 383, +420 577 119 050	ISTP is the Czech acronym for Integrated System of Typical Positions. It provides information about the labour market and methods of using the information to facilitate communication on the labour market and make it more effective

2. Application Process

Institutions in Europe	Link	Contact	What is it about?
EURES network	https://ec.europa.eu/eures/public/find-a-job-in-eures	Phone: +49 800 4080 4080 Chat or Skype: contact our helpdesk by chat or Skype (for free) E-mail: Send a message to the EURES helpdesks	Portal where you can help users to find a job and prepare the right application process
Europass	http://europass.cedefop.europa.eu/es/documents/european-skills-passport/language-passport/examples	Email: europass-feedback@cedefop.europa.eu	Information about the language levels used within the Europass CVs
Institutions in Germany	Link	Contact	What is it about?
Europass	https://www.europass-info.de/?id=283	Address: Nationales Europass Center (NEC) in der Nationalen Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung (NA beim BIBB) Robert-Schuman-Platz 3, 53175 Bonn Phone: Tel: +49 228/107-1642, -1645, -1672 E-Mail: europass@bibb.de	Information about the language levels used within the Europass CVs
Berufsstart	http://www.berufsstart.de/berufsbildung/ausland/	Through the website	Information on all application procedures in Europe and the process of application for

			specific countries
Absolventa	http://www.absolventa.de/karriereguide/arbeiten-im-ausland	Through the website, creating an account for forums and discussions	Preparing a client for the application procedure as well as the application documents, interviews and the challenges of living and working abroad
Institutions in Spain	Link	Contact	What is it about?
Europass	http://www.oapee.es/-oapee/inicio/iniciativas/-europass.html	Address: C/Gustavo Fernández Balbuena, 13 3ª planta 28002 Madrid Phone: +34 915 50 67 18 E-mail: europass@oapee.es	Information about the language levels used within the Europass CVs
Ministry of Employment and Social Security	http://www.sepe.es	Phone: +34 901 119 999 (citizenship), +34 901 010 121 (companies) Online contact: https://sede.sepe.gob.es/contacto/contacteInternet.do	This structure design and develops measures and actions for employment, the implementation is adjusted to the different territorial circumstances
Public Service of State Employment (SEPE)	http://www.sepe.es/contenidos/personas/encontrar_empleo/ayudamos_buscar_empleo.html	Phone: +34 901 119 999 Online contact: http://www.sepe.es/contenidos/contacta/tel_empresas.html Phone: +34 901 010 121	Offering application strategies and development of application documents
Institutions in Poland	Link	Contact	What is it about?
Ministry of Labour and Social Policy Department of Labour Market	www.mpips.gov.pl/en/ Public Employment Services http://psz.praca.gov.pl/	Address: ul. Nowogrodzka 1/3/5 00-513 Warszawa E-mail: info@mpips.gov.pl	Information for foreigners about the working and living conditions in Poland
Wojewódzkie Urzędy Pracy/Powiatowe Urzędy Pracy/Regional Labour Offices/District Labour Offices	http://psz.praca.gov.pl/	Addresses directly on website	General information and orientation about job offers, evolution of the labour market and living and working conditions
Vacancies database of the Public Employment Service	oferty.praca.gov.pl	Address: ul. Nowogrodzka 1/3/5 00-513 Warszawa Phone: +48 226 611 000 E-mail: info@mpips.gov.pl	Foreigners seeking for a job in Poland can browse the vacancies database or find contact to employers and send CVs
Vacancies database of the Voluntary Labour Corps	http://www.mbp.ohp.pl/	Address: KOMENDA GŁÓWNA/Main Headquarters, ul. Tamka 1, 00-349 Warszawa	Foreigners seeking for a job in Poland can browse the vacancies database or find contact to employers and send CVs

		Phone: +48 22 862 64 36, 578 47 01/02 E-mail: komendaglownaohp@ohp.pl	
Institutions in Czech Republic	Link	Contact	What is it about?
Infoabsolvent	http://www.infoabsolvent.cz/Rady/5	Address: Centrum kariérového poradenství Weilova 1271/6 102 00 Praha 10 Phone: +420 274 869 698, +420 724 652 241	Procedures for job search
Guide to the World of Occupations	http://www.occupationsguide.cz/en/	---	Offers a variety of ways to choose the most suitable occupation by interests, skills and many other criteria. Gives directions and information for a successful entry and re-entry into the labour market
Ministry of Labour and Social Affairs	http://portal.mpsv.cz/sz/za_hr_zam	Phone: +420 844 844 803 E-mail: kontaktnei.centrum@mpsv.cz	Information for foreigners about the working and living conditions in Czech Republic
Employment agencies	http://portal.mpsv.cz/sz/za_mest/zpr_prace	Phone: +420 844 844 803 E-mail: kontaktnei.centrum@mpsv.cz	Searching of private employment agencies
Education and work	http://www.vzdelavaniaprace.cz/	E-mail: info@vzdelavaniaprace.cz	It is continuously being updated, supported by the state and the citizens and employers are able to register for professional qualifications existing in the labour market in the country. It allows candidates to demonstrate that they operate on selected skills and gain a nationally recognized certificate without re-education

3. Return Option

Institutions in Europe	Link	Contact	What is it about?
European Migration Network	http://extranjeros.empleo.gob.es/en/EuropeanMigrationNetwork/index.html	E-Mail: sgpd-web@meyss.es	Its objective is to meet the information needs of EU institutions and of Member States' authorities by providing up-to-date, objective,

			reliable and comparable information on migration and asylum, to support policymaking in the European Union in these areas
Re-Turn	http://www.re-migrants.eu/	Through the website	Re-Turn will identify, advance and implement measures to capitalize on returning migrants and thus enhance human capital and remigrants' entrepreneurial abilities in participating regions. Attracting and supporting returning migrants improve the regional knowledge base and intercultural competence of innovative actors in an increasingly internationally networked world
Institutions in Germany	Link	Contact	What is it about?
Bundesagentur für Arbeit (Federal Employment Agency)	https://jobboerse.arbeitsagentur.de/	Through the website	Job and apprenticeship seekers can publish their applicant profile, register as seekers, create applications, and find vacancies as well as information about self-employment
Migration und Bevölkerung	http://www.migration-info.de/	Through the website	Information about the re-emigration issue in Europe and what procedures are taking place
Auswandern Handbuch	http://www.auswandern-handbuch.de/	Through the website	Information about forced re-emigration, i.e. when something turned out to be wrong and the person has to come back to the home country
Institutions in Spain	Link	Contact	What is it about?
Ministry of Employment and Social Security	http://www.sepe.es	Phone: +34 901 119 999 (citizenship), +34 901 010 121 (companies) Online contact: https://sede.sepe.gob.es/contacte/c	This structure design and develops measures and actions for employment, the implementation is adjusted to the different

		ontactelInternet.do	territorial circumstances
Public Service of State Employment (SEPE)	http://www.sepe.es/contenidos/personas/prestaciones/quiero_cobrar_paro/deseo_regresar_a_mi_pais.html	Phone: +34 901 119 999 Online contact http://www.sepe.es/contenidos/contacta/tel_empresas.html Phone: +34 901 010 121 Online appointment: to go to the offices of the SEPE (INEM)	Providing information for Spanish people who re-emigrate to Spain
General Secretary for Immigration and Emigration	http://extranjeros.empleo.gob.es/es/Retorno_voluntario/	E-Mail: sgtic-web@meys.es Phone: +34 902 88 21 20	Providing information for Spanish people who re-emigrate to their home country voluntarily
General Secretary for Immigration and Emigration	http://www.citapreviainem.es/retorno-voluntario-doble-nacionalidad/	Phone: For citizenship: +34 901 119 999 (SEPE), for companies: Online contact : http://www.sepe.es/contenidos/contacta/tel_empresas.html Phone: +34 901 010 121 (SEPE) Online appointment: to go to the offices of the SEPE (INEM)	Offering information for Spanish people with a double nationality who re-emigrates to their home country
Institutions in Poland	Link	Contact	What is it about?
Ministerstwo Spraw Wewnętrznych/Ministry of the Interior	https://msw.gov.pl/pl/ministerstwo/struktura/departamenty	Address: ul. Stefana Batorego 5, 02-591 Warszawa Phone: +48 22 250 01 12	Information on migration policies and foreigners' integration issues
Green Line	http://zielonalinia.gov.pl/Dzial-Powroty-4924	Address: ul. Cieszyńska 3a, 15-371 Białystok Phone: +48 221 95 24 E-mail: info.powroty@zielonalinia.gov.pl	Website with practical advice regarding rules and procedures about returning to home country
Institutions in Czech Republic	Link	Contact	What is it about?
Ministry of Labour and Social Affairs	http://portal.mpsv.cz	Address: Dobrovského 1278/25, 170 00 Praha 7 Phone: +420 950 180 111	Information about the working and living conditions in Czech Republic
Labour Office CZ EURES	http://portal.mpsv.cz/eures	E-Mail: http://portal.mpsv.cz/eures/kontakt	Information about living and working conditions and administrative procedures, information about labour market situations, job offers and recruitments
Education and work	http://www.vzdelavaniaprace.cz/	E-Mail: info@vzdelavaniaprace.cz	It is continuously being updated, supported by the state and the

			<p>citizens and employers are able to register for professional qualifications existing in the labour market in the country. It allows candidates to demonstrate that they operate on selected skills and gain a nationally recognized certificate without re-education</p>
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