A GUIDE TO WORKING IN ITALY













THE LABOUR MARKET IN ITALY

WORKING IN ITALY

LOOKING FOR A JOB

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LIVING IN ITALY



THE LABOUR MARKET IN ITALY

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JOBS IN DECLINE



THE LABOUR MARKET IN ITALY



GENERAL DATA

CAPITAL: Rome

AREA: **301, 336 Km²**

POPULATION: 60.045 million

CURRENCY: Euro

FOREIGNERS: 4.235 million

OFFICIAL LANGUAGE: Italian

POLITICAL SYSTEM: Parlamentary Republic

REGIONS: 20

PROVINCES: 107

OTHER MAIN CITIES: Milan, Turin, Bologna, Genoa, Naples





THE ITALIAN ECONOMY

- Italy has a capitalist economic system
- Industry is dominated by SMEs, mainly in manufacturing, primarily in the North
- In 2010 Italy was ranked tenth among the major world economies
- The country is strongly oriented towards export

AMONG THE MAJOR EXPORTERS:

Car – motor-bike (FIAT, APRILIA, DUCATI)
Food industry (BARILLA, MARTINI, CAMPARI)
Made in Italy (ARMANI, VALENTINO, VERSACE, PRADA, BENETTON, TOD'S, NEROGIARDINI)



EMPLOYMENT - UNEMPLOYMENT

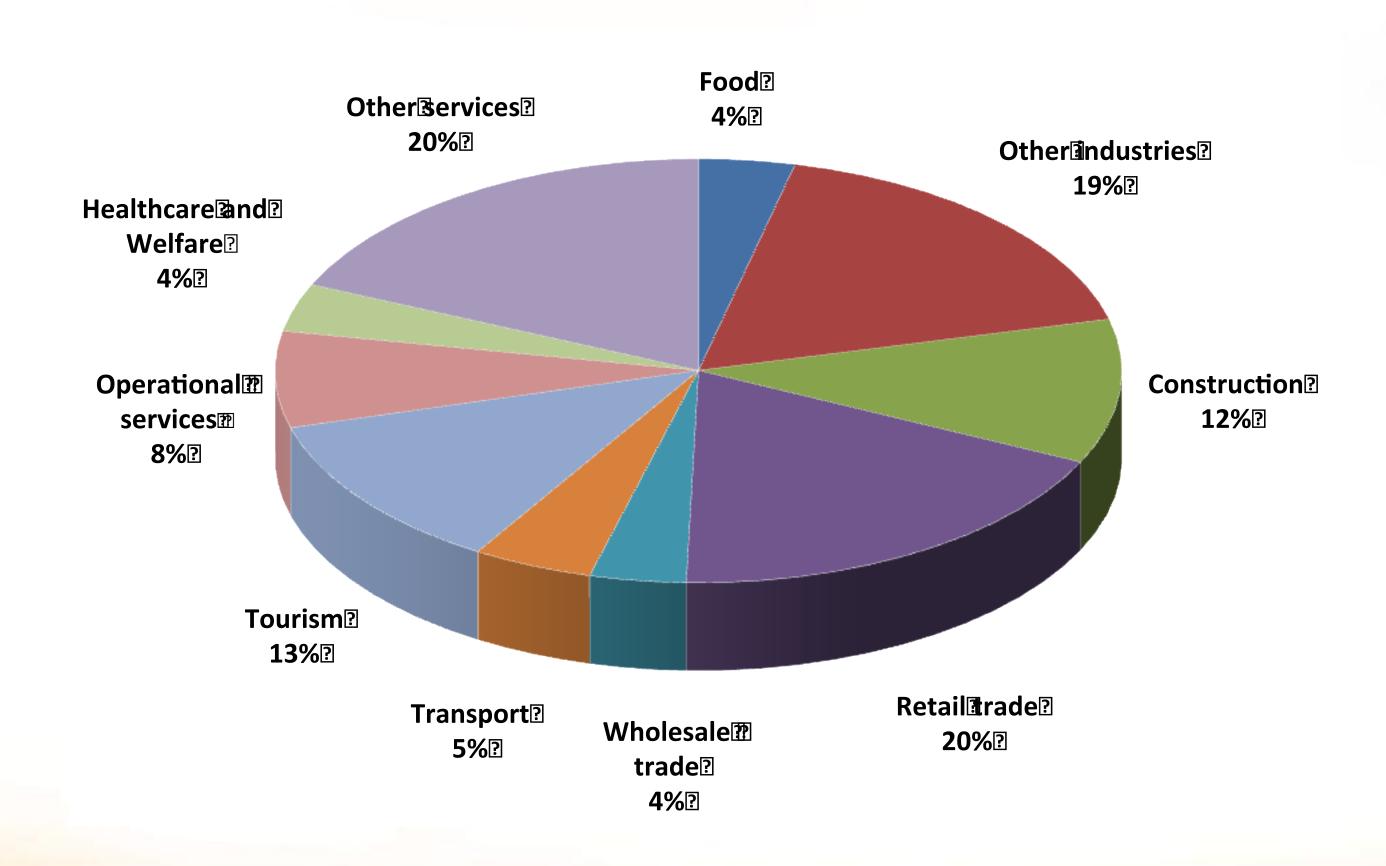
ALL PERSONS AGED 15-64 IN EMPLOYMENT	57.0%
ALL PERSONS UNEMPLOYED	9.8%
ALL PERSONS UNEMPLOYED AGED 15-24	35.9%
INACTIVE WORKFORCE AGED 15-64	36.7%





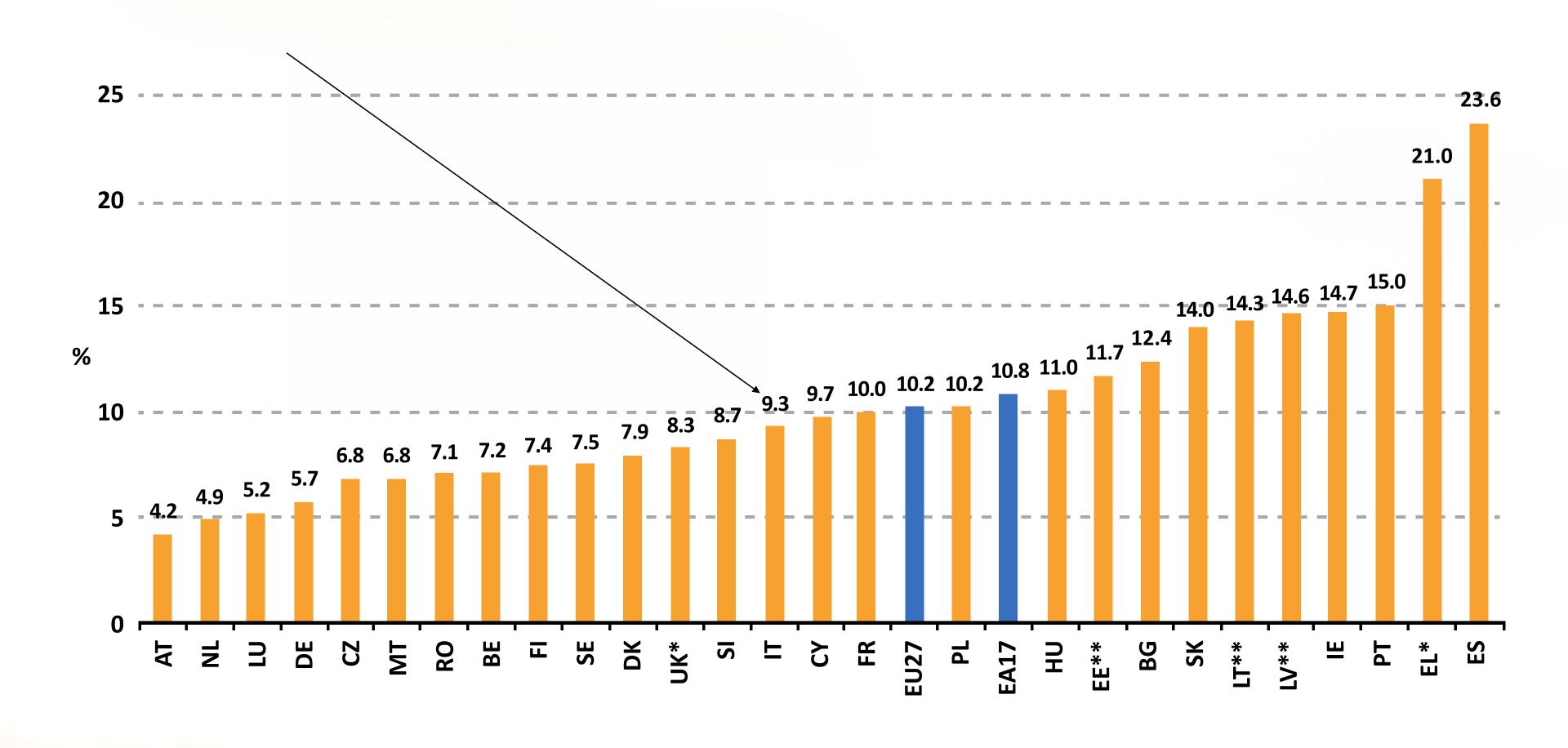
EMPLOYMENT PER SECTOR

TOTAL EMPLOYMENT PER SECTOR (% OF TOTAL)





UNEMPLOYMENT IN EUROPE





LABOUR MARKET TRENDS

RECRUITMENT FORECAST PER GEOGRAPHICAL AREA

	ABSOLUTE VALUES	DISTRIBUTION %
North West	44,390	29.2
North East	37,480	24.6
Centre	29,650	19.5
South and Islands	40,550	26.7
Italy	152,070	100.0



DEMAND FOR "HIGH SKILL" JOBS IS INCREASING FOR

MANAGERIAL POSITIONS



EDUCATIONAL ROLES (Teachers and Researchers)

SCIENTIFIC PROFESSIONS (Engineers, Health Specialists)



TECHNICAL PROFESSIONS (IT technicians, Industrial technicians, Construction

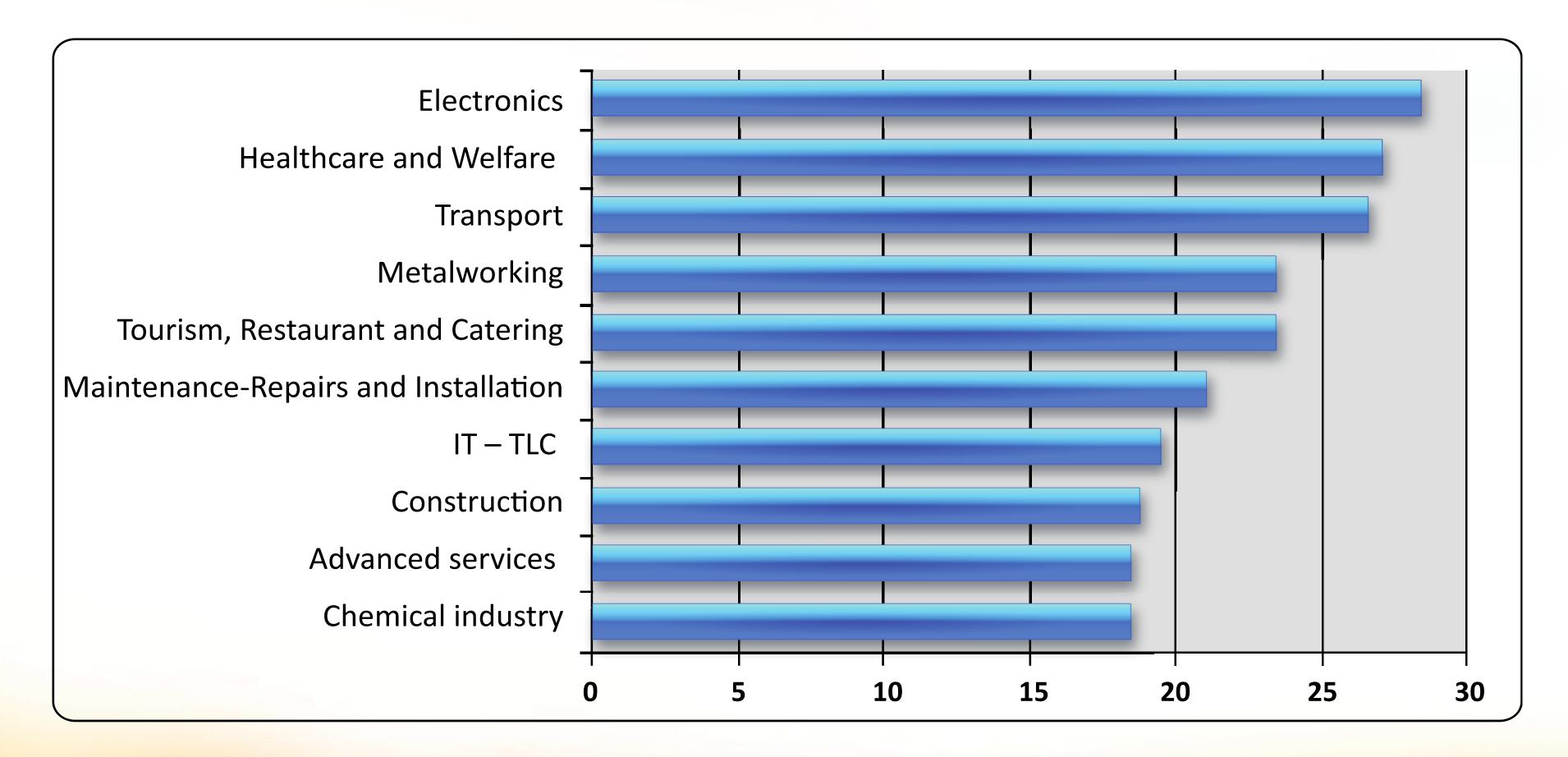
technicians, Administrative technicians, Financial technicians)



SECTORS WITH PROCUREMENT DIFFICULTIES

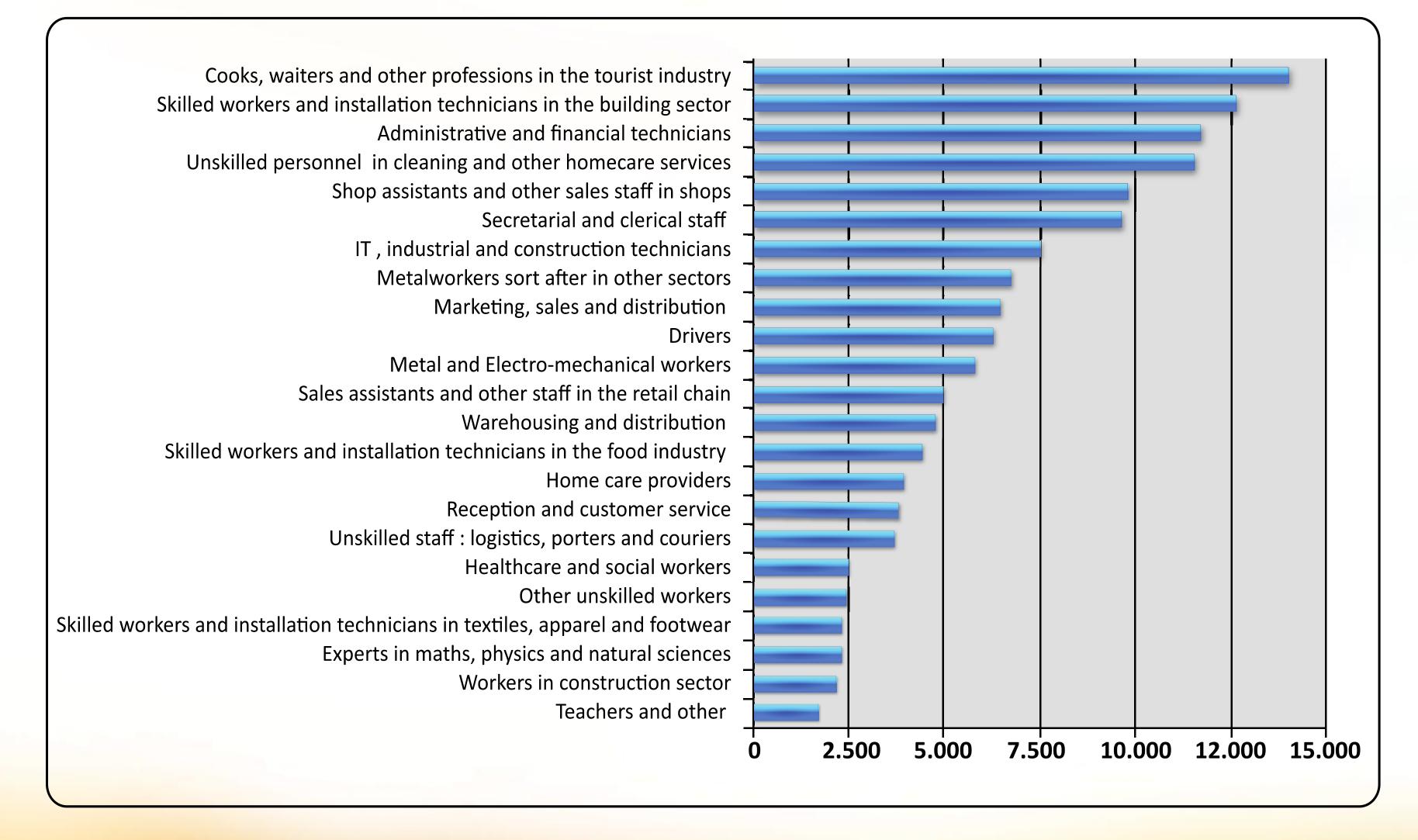
SECTORS WITH THE MOST TALENT SHORTAGES

(% OF TOTAL RECRUITMENT)





JOBS MOST IN DEMAND





OTHER JOB OPPORTUNITIES

HEALTHCARE

Nurses, Physiotherapists, Beauty and Cosmetics sector

INDUSTRY AND CONSTRUCTION

Plant Operators, Woodturners, Joiners, Tilers Labourers: Logistics, Porters and Couriers

IT

Web Designers, Web Developers, Software Designers, Social Media Managers, Community Managers



GREEN ECONOMY

Engineers and Professionals, Wind and Solar energy sector, Energy Managers



JOBS IN DECLINE

- PSYCHOLOGISTS
- ARCHITECTS
- BIOLOGISTS
- GEOLOGISTS
- ARTISANS
- TEXTILE AND APPAREL WORKERS
- AGRICULTURAL WORKERS





WORKINGINITALY

WORKING CONDITIONS

TAX SYSTEM

WAGES AND TAXES

TAXABLE INCOME

UNEMPLOYMENT BENEFITS

SOCIAL SECURITY BODIES





THE MINIMUM WORKING AGE IS 16 (Apprenticeship)

THE CONTRACT written

DURATION fixed-term (most common), permanent, other types (job-on-call)

NO MINIMUM WAGE Refer to the National Collective Agreement (CCNL) that covers conditions for all employees

MATERNITY LEAVE 2 months before + 3 after the birth + optional 6 months

ANNUAL HOLIDAY PERIOD minimum of 4 weeks per year

MONTHLY PAYMENTS 13 or 14 monthly payments (depending on the sector)

LUNCHEON VOUCHERS many companies offer employees vouchers to subsidize meals (average nominal value of 7 euro for each working day)



WORKING HOURS 40 hours per week (maximum of 48 including overtime). However, a flexible distribution of working hours may be introduced through collective bargaining. Changes can be made to the weekly working hours by referring to an average duration over a predetermined period that does not exceed one year.

PART-TIME WORK is characterized by a reduction in hours that can occur in three ways:

Horizontal: the hours are reduced on a daily basis;

Vertical: the work is executed full-time, but only in certain fixed periods during the week, month or year;

Mixed: a combination of horizontal and vertical part-time.

A part-time worker has the same rights as a full-time worker at the same level.



TRIAL PERIOD is not fixed (it depends on the sector and on the role).

Prior to, or at the beginning of employment the parties may establish, in writing, a trial period.

Its purpose is to test the employee's suitability to perform his or her duties for an extended period of time.

SICKNESS BENEFIT is a payment in lieu of salary that is paid to workers in case of sickness. The application of this benefit, however, depends on the type of employment contract.



DISMISSAL is the termination of employment by an employer against the will of the employee. In Italy such a decision can be made by an employer only in the presence of justified reasons regarding an economic downturn or the individual conduct of the worker.

There are two types of dismissal based on the seriousness of the employee's conduct:

Dismissal for misconduct regards the wrongful conduct or the willful misconduct of the worker, who so doing damages the employer and the enterprise;

Dismissal for just cause includes less serious cases than for misconduct.

A further cause for termination of contract regards the restructuring or reorganization of the company. This assumption is very common in times of economic crisis.



SELF-EMPLOYMENT in Italy can be:

in the form of a business (also companies); in trade, industry, agriculture and crafts; in the form of freelance work.





TAX SYSTEM

TWO CATEGORIES: DIRECT AND INDIRECT

Direct taxes concern income and assets;

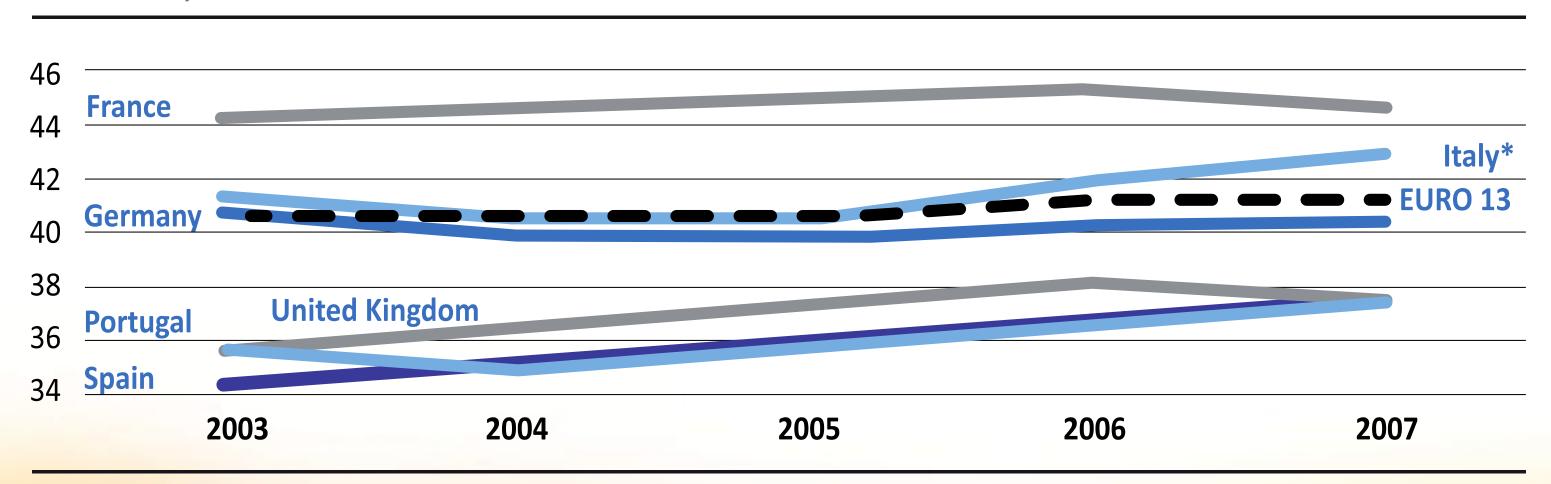
Indirect taxes are applicable on the transfer of assets, business and sales transactions.

Ministry of Economy and Finance: www.finanze.it

Italian Revenue Agency: www.agenziaentrate.it

FISCAL DRAG IN SOME EUROPEAN COUNTRIES

2003-2007, PERCENTAGE OF GDP



^{*} Italian data are update to 2009 National Economic Accounts



WAGES AND TAXES

Workers have to pay social security contributions, based on their income, for social security cover and insurance.

The contribution rate is on average:

9% of gross salary to be paid by the employee

24% to be paid by the employer

For a total of 33%

GROSS PAY

SOCIAL SECURITY CONTRIBUTIONS & TAXES

NET PAY



TAXABLE INCOME

In Italy taxable income is subject to IRPEF (tax on personal income) which is a direct, progressive tax.

In accordance with the Budget law, there are, at present, 5 tax brackets. Taxes increase proportionally with income.

% Tax	INCOME BRACKET
23%	Up to 15,000 €
27%	15,000 − 28,000 €
38%	28,000 - 55,000 €
41%	55,000 − 75,000 €
43%	over 75,000 €



UNEMPLOYMENT BENEFITS

UNEMPLOYMENT

- In case of dismissal for just cause or in the case of resignation
- Declaration of unemployed status (registration with the Public Employment Service – Job centre)
- At least 1 year (52 weeks) of paid contributions in the previous two years
- Amount: 60% of gross salary for the first 6 months, 50% for the 7th month,
 40% for the remaining months (depending on the worker's age)
- At least 78 days of subordinate work in the year in question (reduced unemployment benefits)
- Responsible Body: INPS National Institute for Social Security www.inps.it



UNEMPLOYMENT BENEFITS

TRANSFER ABROAD

- Registration at the Job centre 4 weeks before returning to the country of origin or to another country in the EU (availability to be contacted for work)
- Apply to the Social Security Body (INPS) to which contributions were paid: ask for U2 form
- Within 7 days of departure, register at the employment office in the new country and present the U2 form to export unemployment benefits for up to 3 months (extended up to 6 months in some countries)

To download the "U" forms:

http://circa.europa.eu/Public/irc/empl/structured_electronic_documents/library ?l=/unemployment&vm=detailed&sb=Title



SOCIAL SECURITY BODIES

INPS (National Social Security Body)

Is the main Italian social security body with which all public and private employees, and most self-employed workers, must be insured. www.inps.it

INAIL (Italian workers' Compensation Authority)

Is responsible for benefits regarding occupational accidents and illnesses. www.inail.it



LOOKING FOR A JOB

MATCHING SUPPLY AND DEMAND
WHERE TO FIND JOB ANNOUNCEMENTS
CURRICULUM VITAE
COVER LETTER
EUROPASS
FORMAL AND INFORMAL CHANNELS
INTERVIEW
PRESENTING YOURSELF



LOOKING FOR A JOB



MATCHING SUPPLY AND DEMAND

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- JOB CENTRES www.cliclavoro.gov.it
- AUTHORISED EMPLOYMENT OFFICES
- PUBLIC AND PRIVATE UNIVERSITIES
- COUNCILS
- CHAMBERS OF COMMERCE
- SECONDARY SCHOOLS
- NATIONAL EMPLOYER ASSOCIATIONS
- BILATERAL BODIES
- INTERNET SITES (non-profit activities)



WHERE TO FIND OTHER JOB ANNOUNCEMENTS

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- NATIONAL NEWSPAPERS www.informazione-online.it
- LOCAL NEWSPAPERS
- WORK BULLETINS (available on-line or at the newsagents)





CURRICULUM VITAE



A CV must be rewritten specifically for the job for which you are applying. Enhance personal characteristics as well as those requested.

A CV MUST:

- be maximum 2 pages long
 (brevity, clarity and synthesis are essential elements for a quick read)
- make use of underlining or bold characters (do not use coloured paper)
- not include a photo unless requested
- have no spelling errors or inaccuracies
- avoid self celebration
- contain only truthful information
- indicate explicit authorization for the processing of personal data in accordance with the Legislative Decree 196/03
- be saved with name and surname
 (to facilitate the filing of the application)

LOOKING FOR A JOB



THE COVER LETTER



accompanies the CV and must state the reasons for which the candidate has chosen to apply for a given position.

WHAT TO HIGHLIGHT:

- ADDRESSEE (better to specify the name)
- ANNOUNCEMENT TO WHICH YOU ARE RESPONDING
- REASONS FOR RESPONDING TO THE OFFER
- WHAT YOU THINK YOU HAVE TO OFFER TO THE COMPANY



EUROPASS



http://europass.cedefop.europa.eu

To make it clear and easy to understand skills and qualifications in Europe.

TWO DOCUMENTS FOR EU CITIZENS:

- CURRICULUM VITAE
 - helps you to present your skills and qualifications more effectively.
- LANGUAGE PASSPORT

is a self-assessment tool of language skills and qualifications.





FORMAL AND INFORMAL CHANNELS



SOCIAL NETWORKS

REMEMBER TO USE PROFESSIONAL SOCIAL NETWORKS TO MAKE YOUR CV MORE VISIBLE!





- LINKED IN
- VIADEO
- **BRANCHOUT**
- H2BIZ
- LINK2ME
- **COMUNICAZIONE ITALIANA**
- OFFICINE ITALIANE DELL'INNOVAZIONE











LOOKING FOR A JOB



INTERVIEW

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REMEMBER TO FIND OUT ABOUT THE COMPANY WHO WILL BE INTERVIEWING YOU!





PRESENTING YOURSELF WELL



- Be on time
- Dress suitably for the occasion
- Carefully study the profile for which you are applying
- Be prepared for questions on your CV and your experience
- Be prepared to show how your experience and skills can be of use to the company
- Smile
- Ask pertinent questions
- Be concise when answering
- Be prepared to answer questions about the expectations and ambitions you have set yourself
- Avoid interrupting and speaking too quickly



PERMANENT CONTRACT

TEMPORARY CONTRACT

APPRENTICESHIP CONTRACT

INTERNSHIPS

TYPES OF CONTRACT





PERMANENT CONTRACT



This contract, considered permanent following a trial period, offers the most security to workers because **it does not expire**.

The parties can still terminate the contract, in accordance with procedures provided for by law.

A permanent contract can be full time or part time.





TEMPORARY CONTRACT



Must indicate the term (also indirectly inferred) as well as the reasons that justify the fixing of the term, otherwise the contract is considered permanent.

From an economic and regulatory point of view, workers are entitled to the same conditions as those with a permanent contract (principle of "non discrimination").

The maximum duration of the contract is **36 months**, with some exceptions.

The worker can be employed more than once for the same position, as long as the minimum intervals between one contract and another are respected.



APPRENTICESHIP CONTRACT



A temporary contract designed for youth training and employment. There are three types of contract:

Apprenticeship for the completion of a trade-based or vocational education:

For young people between 15 and 25 years of age.

The contract lasts three to four years.

Apprenticeship for the achievement of a diploma or advanced training course:

For young people between 18 and 29 years of age.

The contract lasts 3 or 5 years.

Apprenticeship for the achievement of a higher professional qualification:

For young people between 18 and 29 years of age.

For applicants in possession of a professional qualification, attained pursuant to Legislative Decree of 17 October 2005, the apprenticeship contract can be stipulated once the applicant has turned 17.

The duration of the contract depends on the Region.



INTERNSHIPS



An **internship** or a **traineeship** is a period of temporary on-the-job training in a company, with the objective of gaining direct experience and knowledge in a specific field.

It does not involve the establishment of a work relationship, therefore the legal provisions that concern paid employment are not applicable.

The employer is not required to provide payment to the intern or trainee. The host company may reimburse the intern or trainee for expenses incurred.



THE LIMITS OF INTERNSHIPS



They can be activated only in favour of school leavers and new graduates and must be instituted no later than 12 months after attaining a school leaving certificate or degree.





COST OF LIVING

TAXATION

SOCIAL SECURITY

DRIVING IN ITALY

TRANSPORT

USEFUL TIPS



LIVINGINITALY



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APARTMENT, ROOM, HOSTEL, HOTEL, B&B?

The choice depends on the length of stay.

The rent of a room, with use of the kitchen, in major Italian cities can vary from 300 to 600 euro/month.

House rents can vary greatly depending on the city and the area.

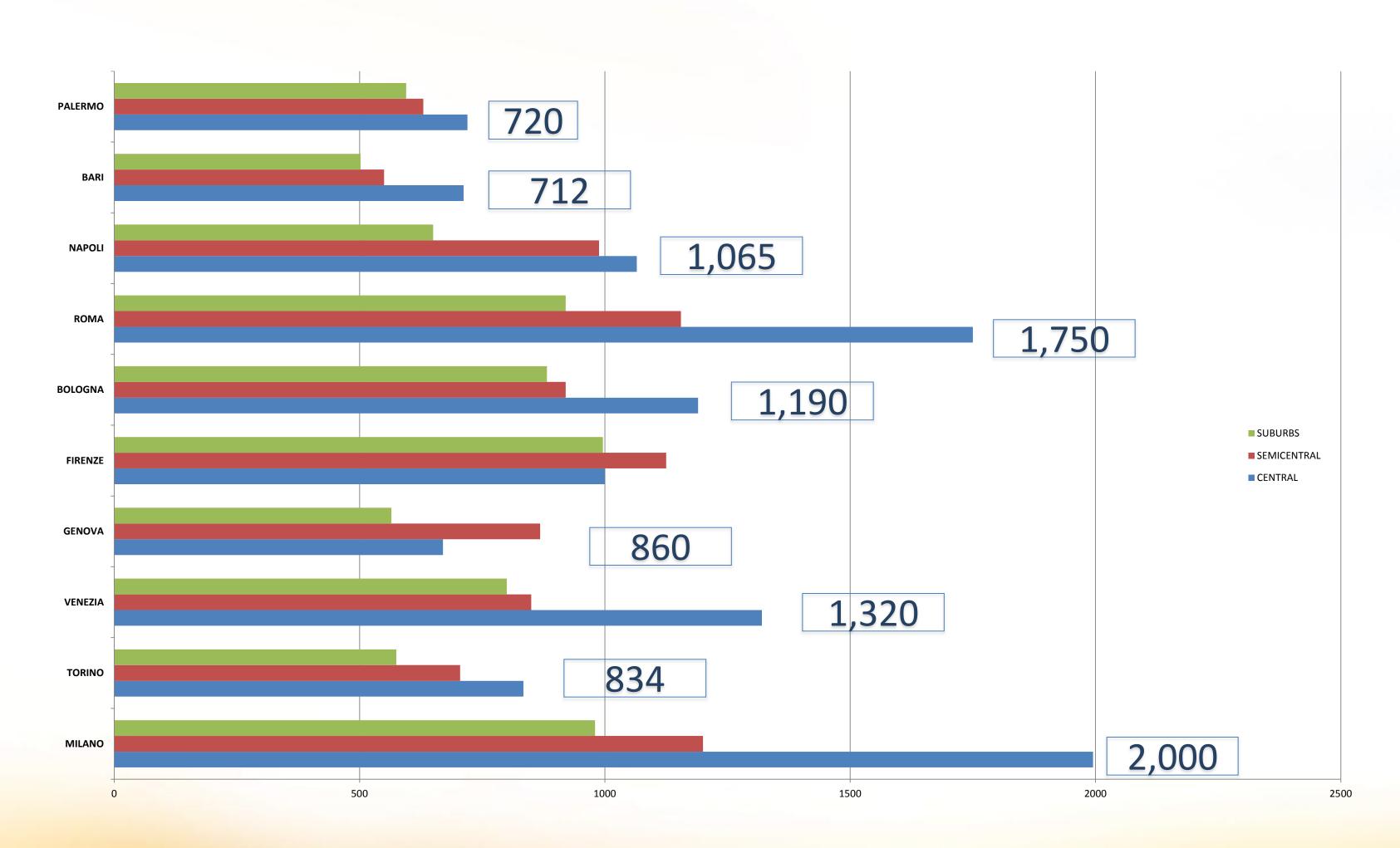
Rents are higher in large cities and tourist resorts.





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EURO/MONTH apartment 80 m²



Source: www.sunia.it





USEFUL SITES

- Hotels www.hotelitaliani.it
- **B&B** www.anbba.it www.bedandbreakfast.it www.bbitalia.it
- Hostels www.ostellionline.org www.ostellidellagioventu.org
- Rooms look for ads in newspapers or in specialized magazines http://www.olx.it/q/flatmate, www.easystanza.it
- Camping sites www.camping.it www.campeggitalia.com www.camping-italy.net

Apartments are rented by private individuals or real estate agents:

- Apartments www.casa.it www.immobiliare.it
- Real Estate Agents Association www.fiaip.it



COST OF LIVING

FOOD

1 POUND= 1.11 euro **1 EURO**= 90 pence





	Prices (€)		
Product description	Minimum	Average	Maximum
Mineral water (pack of 6 1-litre bottles)	0.84	2.63	5.37
Italian beer (1 litre)	0.9	1.78	4.55
Biscuits (1 kilo)	2.23	4.38	13.17
Butter (1 kilo)	6.76	9.94	15.6
Coffee (1 kilo)	7.98	12.91	17.6
Meat (1 kilo)	11.99	16.13	22.9
Flour (1 kilo)	0.55	0.82	1.5
Milk (1 litre)	1.54	1.73	1.9
Powdered baby milk	12.11	20.14	39.5
Bread (1 kilo)	1.65	3.1	4.2
Pasta (1 kilo)	0.98	1.66	3.16
Chicken (1 kilo)	3.5	4.33	6
Rice (1 kilo)	1.39	2.43	3.9
Organic eggs	1.69	2.42	3.15
Eggs (pack of 6)	0.96	1.51	1.86
Yoghurt (125 gr)	0.22	0.55	0.75
Sugar (1 kilo)	0.99	1.14	1.69



COST OF LIVING

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SOME EXAMPLES

	Prices (€)			
Product description	Minimum	Average	Maximum	
Coffee (espresso)	0.9	0.94	1	
Cappuccino	1.1	1.18	1.3	
Cinema (ticket)	7.5	8.47	10.5	
Dental check up	70	103.3	140	
Barber	12	13.87	18	
Sandwich	2.5	2.91	3	
Pizza and a beer	6.5	8.36	11	
Haircut (lady)	13	17.42	25	
Bus	1.5	1.5	1.5	
Petrol (10 litres)	17.92	18.2	18.51	
Diesel (10 litres)	16.98	17.18	17.38	



TAXATION



TAX CODE AND TEAM CARD



The tax code is a form of identification that is recognized by public authorities and administrations.

It consists of 16 alphanumeric characters and is issued by the Italian Revenue Agency.

Italian Revenue Agency www.agenziaentrate.gov.it



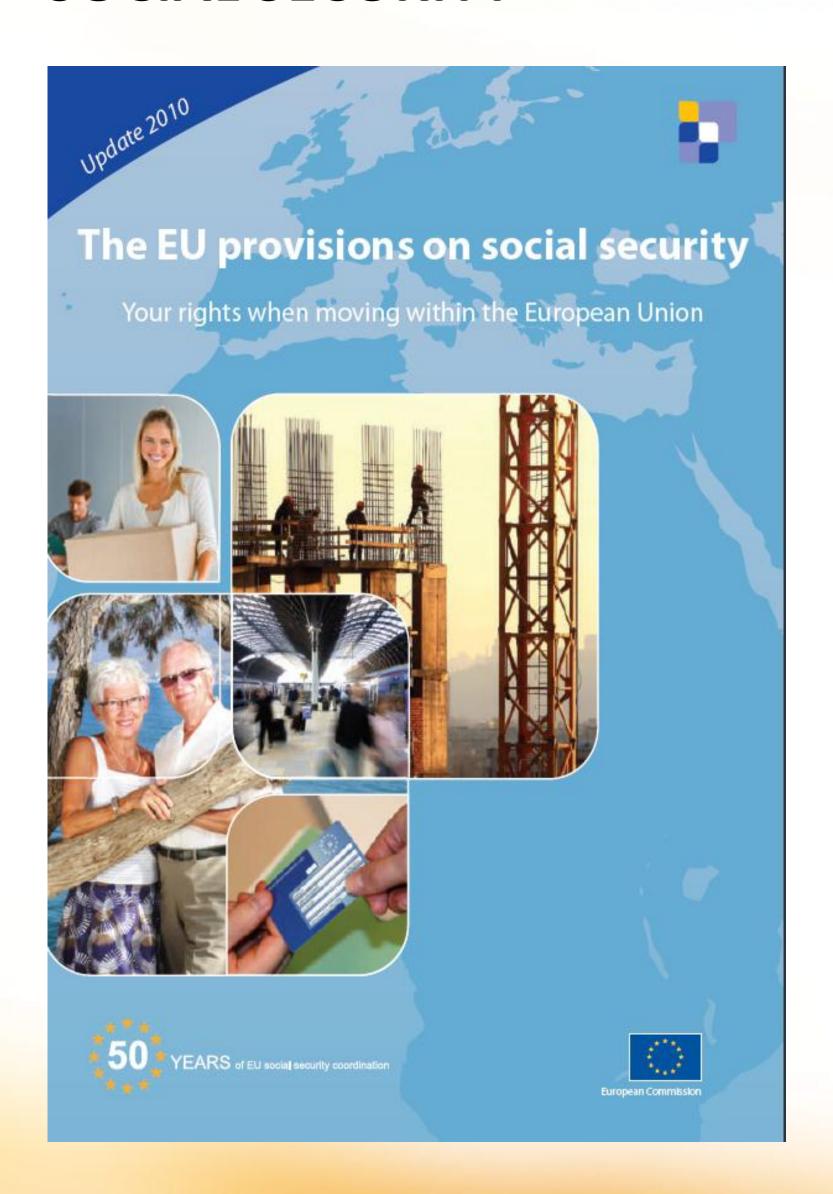
EU citizens covered by the TEAM card (European Health Insurance Card) are entitled to emergency medical treatment. To be entitled to healthcare it is necessary to register (free of charge) with the Italian National Health Service, and select a GP, or pediatrician, from a list of doctors available at the local Health Authority offices (Asl).

www.salute.gov.it



SOCIAL SECURITY





Find out what happens to your health coverage, your pension and your rights to unemployment benefits when you move to another European country.

How to obtain EU publications

Free publications:

- via EU Bookshop (http://bookshop.europa.eu);
- at the European Commission's representations or delegations. You can obtain their contact details on the Internet (http://ec.europa.eu) or by sending a fax to +352 2929-42758.



DRIVING IN ITALY





Holders of driving licences issued by an EU Member State can drive in Italy (only the category of vehicle for which their licence is valid). It is however advisable to apply for the **conversion** or the **recognition of validity** in order to facilitate procedures regarding renewal or duplicate licence.

During the conversion procedure the original licence is substituted with an Italian licence.

With the recognition of validity the driver keeps the original licence.

If you are living and driving in Italy for more than 6 months it is necessary to register the vehicle and pay the registration fee to the competent local authorities.

Car insurance is valid throughout Europe.



TRANSPORT



HOW 100 WORKERS OVER 15 YEARS OF AGE TRAVELLED TO WORK 1997 - 2009

1997	1999	2001	2003	2005	2007	2009
2.1	2.4	2.6	2.3	2.6	2.9	2.8
4.9	5.5	5.0	5.0	5.0	5.5	5.3
1.8	1.9	1.8	2.2	2.2	2.5	2.9
2.0	2.4	1.9	2.1	3.0	3.2	3.1
72.0	72.0	75.0	75.2	76.8	74.4	74.6
4.0	4.7	4.3	5.0	4.2	4.4	4.4
2.6	3.6	2.7	3.0	2.9	3.2	3.4
16.6	11.8	11.6	10.9	11.1	11.2	11.2
	2.1 4.9 1.8 2.0 72.0 4.0 2.6	2.1 2.4 4.9 5.5 1.8 1.9 2.0 2.4 72.0 72.0 4.0 4.7 2.6 3.6	2.1 2.4 2.6 4.9 5.5 5.0 1.8 1.9 1.8 2.0 2.4 1.9 72.0 72.0 75.0 4.0 4.7 4.3 2.6 3.6 2.7	2.1 2.4 2.6 2.3 4.9 5.5 5.0 5.0 1.8 1.9 1.8 2.2 2.0 2.4 1.9 2.1 72.0 72.0 75.0 75.2 4.0 4.7 4.3 5.0 2.6 3.6 2.7 3.0	2.1 2.4 2.6 2.3 2.6 4.9 5.5 5.0 5.0 5.0 1.8 1.9 1.8 2.2 2.2 2.0 2.4 1.9 2.1 3.0 72.0 72.0 75.0 75.2 76.8 4.0 4.7 4.3 5.0 4.2 2.6 3.6 2.7 3.0 2.9	2.1 2.4 2.6 2.3 2.6 2.9 4.9 5.5 5.0 5.0 5.0 5.5 1.8 1.9 1.8 2.2 2.2 2.5 2.0 2.4 1.9 2.1 3.0 3.2 72.0 72.0 75.0 75.2 76.8 74.4 4.0 4.7 4.3 5.0 4.2 4.4 2.6 3.6 2.7 3.0 2.9 3.2

Trains www.trenitalia.com

Bus - Underground

Tickets can be bought from authorised vendors, newspaper kiosks and tobacconists and must be validated before the beginning of the journey.

In some cases tickets can be purchased on board.



SOME USEFUL TIPS BEFORE SETTING OUT

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- Read the employment contract carefully (rights and responsibilities)
- Before accepting the job, make sure you get the terms and conditions of work from your employer
- Before setting out verify who is responsible for travel and accommodation expenses
- Ask how and how often you will be paid
- Make sure you have sufficient funds to cover your expenses during the period prior to receiving your first pay check or expenses to return home early or in case of need

DON'T FORGET!

- Your CV and cover letter in Italian, reference letters from previous employers and any relevant certificates etc.
- European Health Card
- Other certificates or licences



SOME USEFUL TIPS BEFORE SETTING OUT

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Do you want to know more about Italy and the Italians? Download the guide "ITALY IN FIGURES"

www.istat.it

http://en.istat.it/dati/catalogo/20110727_00/

