



YOUR RIGHTS AS AN EMPLOYEE IN FINLAND:

- You are equal to a Finnish employee
- You get paid according to the collective agreement of your branch
- You get compensation for working overtime
- You are entitled to sick-leave
- You get a training for your work
- You can join a trade union that can advise you on benefits and rights at the workplace
- You can report problems you face at work to your employer or to an Occupational Safety and Health authority



MAKE SURE YOUR RIGHTS DON'T GET VIOLATED IN THE FOLLOWING WAYS:

- You don't have a contract of employment
- You are not paid according to your contract
- You don't pay taxes
- You are called derogatory names at the workplace because of e.g. your skin colour or religion
- The working environment is not safe and causes a risk to your health
- You need to pay someone to get a job or you are pressured into doing a job you don't want to do

COLLECTIVE AGREEMENT = A contract between trade unions and employers' associations that regulates the terms and conditions of employees at the workplace, such as working hours and salary.

TRADE UNION = Organization of workers that defends and improves employees' working conditions.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION = Authority that aims to reduce the risks to the physical or mental health of employees at the workplace

EMPLOYMENT DISCRIMINATION = Discrimination at the workplace based on e.g. nationality, skin colour, age or religion. Employment discrimination is a crime.

HUMAN TRAFFICKING = A crime where an employee is, for the purpose of exploitation, misled or pressured into a job without an employment contract, with insufficient salary, or eventually causing the employee to fall into debt.

CONTACTS:

The Finnish Immigration Service's service number to check an asylum seeker's right to work: **029 543 3155**

SAK (The Central Organisation of Finnish Trade Unions) service number for immigrants: **0800 414 004**

Occupational Safety and Health Administration's nationwide telephone service: **029 501 6620**

Helpline for victims of human trafficking: **029 546 3177**



LOOKING FOR A JOB?

AN ASYLUM SEEKER'S FIRST STEPS INTO THE FINNISH WORKING LIFE

TIPS FOR WORKING IN FINLAND:

- Respect the agreed work shifts and days off
- Be on time for work
- Follow the rules
- Ask for advice
- Be proactive and independent
- Do your best at work
- If you get sick and need to stay at home, let your employer know as soon as possible
- Take care of your own wellbeing
- Be open-minded and patient – adjusting to the Finnish working environment might take some time



ENGLISH

PREPARING FOR A JOB

- You may start working 3 months after you applied for asylum if you had a valid passport at that time. You may start working 6 months after you applied for asylum if you didn't have a valid passport.
- Finding a job might be easier if you speak Finnish. It's worthwhile to learn the language!
- Education is important. In Finland, you need an official education for many jobs.
- The employer often asks for certificates about your previous jobs and education. It's preferable to have the certificates in Finnish.
- Studies abroad don't always correspond to similar studies in Finland. Check that you have the required education for the job you are applying for.
- You may take supplementary courses – for example a hygiene passport for restaurant work, or an occupational safety card for construction work. Check the course possibilities in your area!



APPLYING FOR A JOB

- Reflect what type of work you could seek:
 - Do you have a profession?
 - What jobs have you done?
 - What have you studied?
 - What languages do you speak?
 - What kind of work interests you?
 - What are your special talents?
- Find out what kind of work is available in your area and be in contact with employers. Be open to different types of work opportunities.
- Write a job application and a CV.
- Most job ads are on the internet. You might fill out online applications on job search websites, or send an application to the employer by email.
- If you are a suitable candidate for the job, you might get an invitation for a job interview. Prepare for the interview beforehand!



STARTING A NEW JOB

- The employer checks from the Finnish Immigration Service whether you have the right to work in Finland.
- Sign a written contract with the employer. Make sure that you understand everything in the contract. The contract should include at least the salary, working hours, employment period and information about work tasks. You may ask the reception centre staff to help you check your contract.
- Get a tax card from the tax office. You need the residence card from your reception centre.
- For salary payment, you normally need a bank account. Check whether you have the necessary documents to open a bank account, or if you can get paid into a MONI card for asylum seekers.
- Inform the reception centre staff about your job. Consider that your salary may affect the amount of your monthly reception allowance.

You may work as an asylum seeker until you get a final decision to your asylum application. If you are granted a residence permit in Finland, your right to work continues.

