



*Ministero del Lavoro
e delle Politiche Sociali*

EURES Italy

Living and working in Italy

A brief guide for Union citizens interested to move in Italy



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LIVING AND WORKING IN ITALY

Italy is famous throughout the world for its beauty, with a unique natural environment and historical and artistic heritage, to such an extent that it is called 'il bel Paese' [beautiful country]. Its cities of artistic renown still bear indelible witness to the country's history, culture and artistic millennia. In Italy there are various ways of spending one's free time: going to concerts or plays and attending folk or sports events; visiting cities and towns renowned for their artistic treasures, churches, buildings, archaeological sites, museums or enjoying the pleasures of shopping, sitting relaxing with friends in a bar sipping a cappuccino or a glass of fine wine or trying out a host of gastronomic delights, from the finest restaurants in towns and cities famous for their cuisine to the humblest restaurants you can find in quaint corners of old town centres or along any road in Italy.



EURES is a cooperation network between the European Commission and the Public Employment Services of the EEA Member States and other partner organizations. There are more than 700 EURES Advisers in all Europe who can help you to find a Job abroad and give you all useful information about living and working in other EU countries. The official website of the EURES network is:

<http://ec.europa.eu/eures>

You will find more information on EURES Italy at <http://www.lavoro.gov.it/lavoro/Eures/>
The Italian political administrative and legal systems



Judicial system: The ordinary Italian judicial system is divided into two main branches that are responsible for civil and criminal law respectively. The Giudice di pace [Justice of the Peace] is responsible for administering civil justice: dealing with cases of relatively low financial value; the Tribunale (Court): it operates with only one judge sitting ('monocratic' composition), within a given area, in civil matters it acts as a first degree jurisdictional body, for cases of higher financial value, and also as an appeal court against sentences handed down by the Justice of the Peace. For criminal proceedings, it acts as a first degree body (for crimes not dealt with exclusively by the Court of Assizes); in both civil and criminal cases, the decisions of the court as a first degree judgment may be contested before the Court of Appeal. In every Court of Appeal district, a court is set up for minors that deals specifically with under-18s. At least one Regional Administrative Court is set up in each region. Public order is maintained by the Arma dei Carabinieri (the Carabinieri Force), the Police, the Guardia di Finanza [Finance Police] and the Vigili Urbani [municipal police forces].

Political system: Italy is a parliamentary Republic.. The President of the Republic is elected by the Parliament in joint session, remains in office for 7 years and may be re-elected. A Parliament lasts for 5 years.

Administrative system: executive power in Italy is exercised by the Government, which is made up of the President of the Council, appointed by the President of the Republic, Ministers, Deputy Ministers and Undersecretaries and must have the confidence of both Chambers. The Parliament, which has legislative power, is made of the Chamber of Deputies and the Senate of the Republic.

The Difensore civico [Public defender] is responsible for examining and reporting public claims against cases of poor administration within municipal departments.

Moving to Italy: what should you know before

Citizens of an EU Member State are free to enter the Italian Republic, with the provisos laid down in criminal law and laws to safeguard public order, internal security and public health in force in Italy. Citizens must hold an identification document that is valid at the time they enter State territory.

EU Citizens are bound to observe all requirements imposed on Italian citizens for the exercise of certain activities.

How to find an accommodation



Most accommodation for rent is private but a proportion is owned by the local authorities. Rents vary from area to area and from region to region: they are higher in tourist areas and in old city centres. You can find information on houses to rent or buy in local classified advertising papers or by looking in estate agents.

It is also possible to make private arrangements with landlords concerning rents. Agreements must always be stipulated in writing and registered with the Ufficio delle Entrate [tax office] When buying a property, you must consult a notary public to verify the terms and conditions of sale, and to stipulate the purchase agreement. As soon as you have moved to the new lodge, it is advisable to contact all the utility companies supplying electricity, gas and telephone services. Notify the local Anagrafe [public records office] of your domicile or residence as soon as possible after signing the rental agreement



The EURES service (<http://ec.europa.eu/eures>) within each job centre provides information on job opportunities within the European Economic Area.

You can also contact private job agencies. More than 700 are currently authorized by the Ministry of Work and Social Policies.

How to find a job in Italy

You will need to register with a job centre in the area where you are living in order to find work in Italy. Look on the website of the Ministry of Work and Social Policies (www.lavoro.gov.it) to find the Centro per l'impiego (Job Centre) nearest to your home.

Many newspapers (dailies, weeklies and magazines) also publish regional and national classified job advertisements.

How to apply for a job

You can apply for a particular job or send in an application on spec. In the former case, the application procedures are generally detailed in the job offer or the advertisement. You may need to fax or email a CV with a covering letter stating your reasons for wanting the job to the contact numbers indicated. Sometimes your first contact may be by telephone, either directly with the company or the person responsible for recruitment (employment services, private agencies, staff recruitment companies etc.).

Your CV should be geared for the position for which you are applying, using the standard European format or Europass model. It should contain an authorization for the processing of personal data pursuant to Legislative Decree 196/2003. It is not advisable to send in your CV without a covering letter that describes your strengths and the reasons why you believe you are the best candidate for the job. Unless specifically requested, you do not need to include a photo or any qualifications, references etc. (either originals or copies). If you are sending in a CV on spec., you could opt to send in a CV and covering letter or fill out the on-line application forms available on the websites of major companies (chains of supermarkets, hotels, ITC companies etc.). Look for "Lavora con noi" [work for us],

“Offerte di lavoro” [job opportunities], “Candidature” [applications] etc. For some local businesses, it may be a good idea to turn up in person and leave your CV with the human resources or personnel manager.

Kinds of employment

The minimum age for starting work in Italy is 15. There are three main types of contract:

Permanent and temporary subordinate employment contracts with obligatory working hours, workplace and duties. This type may be extended once only.

Extendable employment contracts, flexible forms of temporary employment, with flexible working hours and workplace but the obligation to be coordinated by the employer.

Freelance employment contracts for professionals, consultants and professional activities, including manual trades, with full autonomy over working hours and methods.

The above contractual forms are open to all professional grades.



The social security system

Italian law requires people to be in employment before a welfare relationship may be established.

The employer is then obliged to pay contributions and deduct the amounts that must be paid in by the employer.

The INPS (National Social Security Institute www.inps.it) is the national welfare institute responsible for social security and welfare benefits. Social security benefits are determined on the basis of compulsory insurance payments that are funded by the collection of contributions (old age pension, pension for seniority, survivor's

pension, disability allowance, pension for the unskilled, pension agreed by international convention for work performed abroad).

Welfare benefits are designed to supplement income: unemployment, sickness, maternity, cassa integrazione [workers' benefit fund], severance payment and family allowance. INPS offices are located everywhere in Italy and contain a contact centre for general information on legal matters and individual cases. The telephone number of the combined INPS INAIL contact centre is 803164.

For employees, the employer must complete all the formalities required to register with the welfare department. The workers' contributions are deducted from the gross wage. Self-employed workers must register and pay contributions to a separate social security fund (known as a CASSA) or directly to the INPS.

The INAIL (National Institute for Insurance against Occupational Accidents and Diseases – www.inail.it) offers protection against occupational accidents and diseases. Italian law obliges employers to ensure workers against the risk of possible occupational accidents or diseases caused while performing their working activities.

Health Systems

In Italy, all citizens, residents and foreigners in possession of specific requirements have the right to general medical assistance provided by a general practitioner, and for those under 14, a paediatrician.

A citizen of European Community country arriving in Italy with form E111/European Health Insurance Card (known as a TEAM card) has the right to urgent medical treatment. If they present the form to the relevant local health authority (Azienda Sanitaria Locale) (ASL) they can receive medical treatment equivalent to that available to an Italian citizen.

Registration with the national health system is effected by choosing a general practitioner or a paediatrician registered on the relevant list available at the district offices of the ASL.

A health card is issued at the time of registration, which must be presented in order to receive health services.

For more information and to keep abreast of recent developments, contact your local health authority (consult the phone book for addresses).

Recognition of diplomas and qualifications in Italy and in EU

As a basic principle, any EU citizen should be able to freely practice their profession in any Member State. Unfortunately the practical implementation of this principle is often hindered by national requirements for access to certain professions in the host



The European Union has taken important steps towards the objective of achieving transparency of qualifications in Europe:

An increased co-operation in vocational education and training, with the intention to combine all instruments for transparency of certificates and diplomas, in one single, user-friendly tool. This includes, for example, the European CV or Europass Trainings.

In order to overcome this diversity of national qualification standards, educational methods and training structures, the European Commission has put forward a series of instruments, aimed at ensuring better transparency and recognition of qualifications both for academic and professional purposes, such as: The European Qualifications Framework, The National Academic Recognition Information Centres (NARICs), The European Credit Transfer System (ECTS).

EU organizations promoting vocational education in Europe

With the objective of facilitating cooperation and exchange in the field of vocational training, the EU has set up specialized bodies working in the field of VOCATIONAL TRAINING.

The European Centre for Vocational Training (CEDEFOP / Centre Européen pour le Développement de la Formation Professionnelle) was created in 1975 as a specialised EU agency for the promotion and development of vocational education and training in Europe. Based in Thessaloniki, Greece, it carries out research and analysis on vocational training and disseminates its expertise to various European partners, such as related research institutions, universities or training facilities.

The European Training Foundation was established in 1995 and works in close collaboration with CEDEFOP. Its mission is to support partner countries (from outside the EU) to modernise and develop their systems for vocational training.

The Schengen area

The Schengen Convention, in effect since March 1995, abolished border controls within the area of the signatory States and created a single external frontier, where checks have to be carried out in accordance with a common set of rules.

Thirteen EU Member States are currently fully signed up to the Schengen Agreement. They are Belgium, Denmark, Germany, Greece, Spain, France, Italy, Luxembourg, Netherlands, Austria, Portugal, Finland and Sweden. Denmark has signed the agreement, but it can choose whether or not to apply any new decision taken under the agreement. Iceland, Norway and Switzerland, which are not EU Members, have signed the agreement as well, but Switzerland doesn't apply the regulations yet.

Looking forward to seeing you in Italy!

The Italian EURES staff
