

Looking for work in Spain



Working abroad sounds like an adventure to many people. However, it requires thorough preparation, starting with a successful application. Expertise in Labour Mobility has prepared a set of country guides describing the main routes to employment in 31 countries. This is a brief abstract of the *Looking for work in Spain* guide, highlighting the main focus points. For more detailed information, consult the full guide on Spain.

Work permits in Spain

- EEA citizens are free to move and work wherever they want to, within the EEA (including Spain).
- You must apply for a residence permit. This is valid for five years and should be issued within six months of your arrival.
- Contact the Spanish embassy in your home country for more information.

The application procedure in Spain

- Personal contacts, or networking, are the most important routes to a job in Spain.
- The Spanish job centres have a good overview of all available jobs.
- In Spain the Internet is increasing in importance as a medium to look for a job.
- You can work using the Spanish language throughout Spain, but if you work in Catalunya, people will expect you to understand the basics of their Catalan language.

Writing a CV in Spain

- Unfortunately there are no strict rules for a CV in Spain.
- The key focus of your CV should be to persuade the employer to invite you for an interview. Therefore, your CV is a marketing tool, which should be adapted to the market in which you intend to use it.
- Give your passport or ID number under your personal details in a Spanish CV.
- List all your former employers, including tasks and responsibilities performed.

The application letter in Spain

- Accompany your CV with a typed application letter, translated certified qualifications and copies of diplomas.
- Testimonials of former employers are hardly ever requested in Spain.
- Mention the reference number of the vacancy in the letterhead of your application letter.
- Mention your relevant work experience.
- Application forms are used widely in Spain.

Do's & Don'ts in an application for Spain

- Do**
 - Be prepared for a long application process in Spain.
 - Get a temporary job in Spain; this will help with your networking.
 - Provide examples to prove your achievements.
 - Ask if you don't understand the question.
- Don't**
 - Underestimate the power of networking in finding a job in Spain.
 - Be surprised by psychological and psychometric test in the Spanish application process.
 - Raise the issue of salaries in the first interviews; this should not be mentioned until the company offers you the job.
 - Criticise former employers.
 - Go over the top – stay calm and stick to the facts.

Management culture in Spain

- Throughout Spanish business, individualism is predominant in management and team orientation is less important.
- Detailed job descriptions are rarely used in Spain and assessment of staff is rather uncommon.
- Success is seen more as a result of luck, than personal achievement.
- Meetings in Spain are merely to give instructions to subordinates, not to make decisions.
- Most communication in Spanish organisations is through spoken and personal contacts.
- Lunch and dinner are important when doing business in Spain.

For more information on employment in Spain, order the *Looking for work in Spain* guide – one of 28 Expertise in Labour Mobility *Looking for work in...* guides – at www.labourmobility.com. It's all you need to make that first successful step abroad!

Good luck with your application in Spain!