



G *welcome to* dansk

A guide for foreigners
looking for a job in Gdansk





Gdański Urząd Pracy

ul. Lastadia 41
80-880 Gdańsk
www.gdansk.praca.gov.pl

Dear Reader,

Right now you are probably facing one of the toughest decisions in your life, which is moving to another country to work. Or perhaps you have already made that decision. You must know that the dynamic and open labour market in Gdańsk currently offers many opportunities. Here, employers are open to new employees, have open spots in various industries, offer attractive salaries and the possibility of professional development.

Gdańsk is a multicultural, friendly, and open city. In 2019, it was rated the highest among all Polish agglomerations in an international ranking concerning the quality of life.

The Gdańsk Labour Office would like to support you on your way to legally working in the capital of the Pomeranian Voivodeship. Therefore, in this catalog, which has been prepared specifically for you, you will find information concerning what steps you need to take to start working in Gdańsk. Here you will also find important contacts to institutions where you can get help and support as well as valuable tips on everyday matters such as: public transport, communication, or renting an apartment.

See you in Gdańsk!

Roland Berdnik

Director
of the Gdańsk Labour Office





Welcome to Gdańsk!

Gdańsk is one of the most beautiful and oldest Polish cities. Due to its geographical location and rich cultural, educational, and tourist offer, it is also considered the seaside capital of the country.

Currently, 465 thousand people live in Neptune's Town while the total area of the city is 262 km². The dynamically developing economy decides about the strength of the agglomeration. Gdańsk is known for its shipbuilding, petrochemical, and clothing industries.

There are also companies from the IT sector, construction companies, and energy concerns operating within the city. The constantly developing airport and seaport also constitute a great advantage. However, the city is most recognizable for other reasons. Direct access to the Bay of Gdańsk, kilometres of sandy beaches, clean air, and large green areas make it a perfect place to live, work, and be active.

As a result, for many years now, Gdańsk has been at the national forefront when it comes to the quality of life.





Remember!

Make sure that your stay is legal. Your future employer must obtain documents authorizing you to work in Poland, which condition issuing a visa or a temporary residence and work permit.

Conditions of legal work

You will be entitled to work in Poland if:

- you are an EU/EEA citizen - you work under the same conditions as a Pole,
- you reside legally and possess a work permit, unless it is not required,
- you possess a temporary residence and work permit,
- you possess a temporary residence permit in order to work in a profession requiring high qualifications.

Citizens of Armenia, Belarus, Georgia, Moldova, the Russian Federation, and Ukraine may undertake short-term work in Poland (up to 6 months in the next 12 months) provided that they possess a declaration of entrusting work to a foreigner.

Citizens of all countries outside the EU/EEA may work in sectors recognized as seasonal (up to 9 months in a calendar year) provided that they obtain a seasonal work permit.

In a situation that you want to be employed for a longer period of time, one of the following documents is required:

- work permit,
- temporary residence and work permit,
- temporary residence permit in order to work in a profession requiring high qualifications.

If you have already worked for a given employer in connection with a registered declaration, the employer may apply for a work permit (for the same position) in a simplified mode (without the need to obtain starosta's information concerning the possibility of satisfying staffing needs based on the local labour market).

How to obtain a declaration on entrusting work to a foreigner?

If you are a citizen of Armenia, Belarus, Georgia, Moldova, Russian Federation, Ukraine and you want to work legally in Poland, your future employer must submit a declaration on entrusting work to a foreigner to the labour office competent for the company's registered office. The employer can submit this document through praca.gov.pl or in person at the labour office. The declaration enables legal employment for 180 days during the next 12 months.

The cost of submitting the document is PLN 30 and is borne solely by the employer.

The employer is obliged to notify the labour office about your work and must do so no later than on the day when you start working. If you don't start work, the employer must notify the labour office within 7 days.

the template of the Declaration in force at the Gdańsk Labour Office

Remember!

The contract signed with the employer should meet or guarantee more favourable conditions contained in the declaration.

You can report ending your work in person or the employer can do it. Failure to report may result in blocking the registration of subsequent declarations.

**OŚWIADCZENIE
O POWIERZENIU WYKONYWANIA PRACY CUDZOZIEMCOWI**
(dotyczy cudzoziemców - obywateli państw określonych w przepisach wydanych na podstawie art. 90 ust. 10 pkt 2 ustawy z dnia 20 kwietnia 2004 r. o promocii zatrudnienia i instytucjach rynku pracy (Dz. U. z 2018 r. poz. 1263, z późn. zm. zwaną dalej ustawą).)

1. Podmiot powierający wykonywanie pracy cudzoziemcowi

1.1. Nazwa/imię lub imiona i nazwisko.....

1.2. Adres siedziby/miejscu stałego pobytu na terytorium Rzeczypospolitej Polskiej.....

1.3. Numer NIP.....

1.4. Numer REGON.....

1.5. Numer PESEL - dotyczy osób fizycznych, jeżeli został nadany.....

1.6. Tel./faks/e-mail.....
oświadczam, że powierzy wykonywanie pracy cudzoziemcowi.

2. Informacje dotyczące cudzoziemca

2.1. Imię/imiona.....

2.2. Nazwisko.....

2.3. Płeć: kobieta mężczyzna *dotyczy odpowiednio państwa*.....

2.4. Data urodzenia.....

2.5. Obywatelstwo.....

2.6. Dokument podróży.....

2.7. Seria i numer.....

2.8. Data wydania.....

2.9. Data ważności.....

3. Informacje dotyczące pracy powierzonej cudzoziemcowi

3.1. Stanowisko / rodzaj pracy wykonywanej przez cudzoziemca.....

3.2. Nazwa i kod zawodu (wg grup ekonomicznych zawleżeń i specjalności zgodnie z tabelami w załączniku do ustawy o pracownikach i specjalistów dla pracowników przydzielonych na terenie istniejącego przedsiębiorstwa gosp. p.o.).....

3.3. Symbol PKD oraz opis podklasy działalności podmiotu powierającego wykonywanie pracy (dotyczy tylko działalności z wykonywaniem pracy przez cudzoziemca).....

3.4. Miejsce wykonywania pracy *godzinie nieobliczalne z wyłączeniem godzin 1 pracy*.....

3.5. Rodzaj umowy stanowiącej podstawę wykonywania pracy przez cudzoziemca *rozwiązać można z pracy umowa (dotyczy umowy o dzieło oraz umowa g.d.)*.....

3.6. Wymiar czasu pracy (ostat) *obowiązuje w przypadku umowy o pracę / liczba godzin pracy w tygodniu lub miesiąca określonej w przepisie o sposobie opłaty/pracodawcy*.....

3.7. Wysokość wynagrodzenia brutto określonego stroną podmiotu lub ubezpieczoną w przypadku gdy wynagrodzenie na dni wypłacone w okresie obowiązywania prawa równomiernej w składowej.....

4. Okresy, na jakie podmiot powierzy cudzoziemcowi wykonywanie pracy *dotyczy umów o pracę i umów o dzieło, w tym umów o pracę powierzonej do wykonania na przerwę w związku z urlopem lub zwolnieniem, w tym umów o pracę powierzonej do wykonania w celu zastępczym w okresie 21 miesięcy*

od		do		od		do	
	rok miesiąc dzień		rok miesiąc dzień		rok miesiąc dzień		rok miesiąc dzień
od		do		od		do	
	rok miesiąc dzień		rok miesiąc dzień		rok miesiąc dzień		rok miesiąc dzień







Seasonal work permit

If you are a citizen of a country outside of the European Union and would like to work in one of the following industries:

- agriculture,
- forestry,
- hunting,
- fishing,
- gastronomy,
- accommodation,

then your future employer can apply for a **seasonal work permit** for you, thanks to which you will be able to work legally for a period of **9 months** in a given calendar year. The employer files a request to issue a seasonal work permit to the labour office relevant due to the employer's place of residence or company address, via the www.praca.gov.pl platform, or in person at the Labour Office.

The cost of submitting the document is PLN 30 and is borne solely by the employer.

Remember that if the employer has obtained a certificate of entry in the register of applications and informs the labour office about your arrival, you can start working while waiting for the permit to be issued.



What is the Starosta's Information, meaning the so called Labour Market Test

If you are a citizen of a country outside the European Union and you want to work in Poland, your future employer must obtain a work permit for you issued by the voivode.

Your employment will be possible if it turns out that there are no candidates (Polish/EU citizens) meeting the employer's requirements on the local labour market. This document is called the market test or starosta's information.

To receive the starosta's information, the employer must submit an application to the Gdańsk Labour Office or the labour office relevant due to the foreigner's main place of work.

The required documents include the form of application for a national job offer and the attachment to the national job offer available at www.gup.gdansk.pl. The employer sends the complete set of documents digitally to the following e-mail address: cudzoziemcy@gup.gdansk.pl or via www.praca.gov.pl.

When can you undertake legal employment without the need to obtain a work permit in Poland?

There are many situations in which employment in Poland will not require a special permit. It will be possible if, as a foreigner, you have one of the following statuses or documents:

- a status of a refugee granted in Poland,
- subsidiary protection in Poland,
- a permanent residence permit,
- a valid Pole's Card,
- long-term EU resident's permit,
- consent for tolerated stay in Poland,
- temporary residence permit in Poland granted in connection with entering into marriage with a Polish citizen or a foreigner with the status of a refugee, subsidiary protection, permanent residence permit or long-term resident's EU residence permit, tolerated stay, or temporary protection granted in Poland.

The permit will also not be required if, as a foreigner, you want to:

- conduct training sessions, participate in professional internships, perform functions in programs implemented as part of EU activities or other international aid programs,
- teach foreign languages in kindergartens, schools, institutions, centers, teacher training establishments, or colleges.

The following are also exempt from the need to possess a permit:

- full-time students in Poland studying in Poland on the basis of a visa or on the basis of a temporary residence permit issued for studies,
- graduates of a Polish upper secondary school, full-time university studies, or full-time doctoral studies at Polish universities, scientific and research institutes.

Illegal employment

Illegal employment in Poland has serious consequences. You will break the applicable regulations if:

- you do not possess a valid visa or other document entitling you to stay in Poland,
- the basis of your stay in Poland does not entitle you to work,
- you perform work without a permit, in cases when it is required,
- you work under different conditions or on a position different from that specified in the work permit,
- you work without signing the required employment agreements or civil-law contracts.

Foreigners who do not comply with the law may be imposed a fine (not less than PLN 1,000) or receive a decision ordering them to return.

Remember!

A decision ordering one to return is connected with a ban on re-entering the territory of Poland or other countries of the Schengen area and entering your data on a list of foreigners undesirable in Poland.



Where to go when you need help The Foreigners Assistance Point

If you need support in looking for a job, help in legalizing your stay, useful advice on accommodation, or tips concerning public utility points, institutions and organizations supporting migrants in Gdańsk, then visit our **Foreigners Assistance Point**.

We also provide basic information concerning labour law, inform about available Polish language courses, or the principles for taking advantage of healthcare by immigrants.

We will verify whether you can register as an unemployed person and which services you can additionally take advantage of.

Consultations are conducted in several different languages: Polish, Ukrainian, or English.

The point includes a large database of trusted employers who have committed themselves to accept foreigners to work as soon as possible.

A Ukrainian-speaking advisor can help you with a job interview with the employer, which will take place at our headquarters, or with preparing effective application documents.

All services are provided free of charge.

The Foreigners Assistance Point is located at the Gdańsk Labour Office, ul. Lastadia 41, 1st floor, room 103.

For more information:

- Phone **+48 58 74 31 414**
- Viber: **501 679 476**
- or write at **cudzoziemcypomoc@gup.gdansk.pl**

The point provides its services from Monday to Friday, from 8:00 AM to 2:30 PM.



Institutions, associations, and churches. Important information

Institution/organization	Scope of activities, field of support	More information
Fundacja Crossroads - Zatoka Gdańska	The foundation's mission is to help refugees and emigrants from the former USSR countries staying within Poland.	http://crossroadsfundacja.pl/
Co-cathedral Greek Catholic Church Parish	A Ukrainian-language parish bringing together and integrating the Ukrainian community permanently residing in Poland, as well as that migrating for financial reasons.	http://cerkiew.gdansk.domiwka.info/
City Hall in Gdańsk	The City Hall accepts and examines, among others, applications for registration of residence, assigning a PESEL number, registering a business, or issuing a Polish driving license.	https://www.gdansk.pl/
St. Brother Albert's Aid Society	A Catholic charity organization. It helps the homeless and the poor. The Society runs shelters, charity points, provides assistance in completing formalities (obtaining documents, medical examinations, helps with looking for a job, as well as in terms of contacting family or a therapeutic group).	http://www.bezdomnosc.org.pl/
International Organization for Migration (IOM)	The organization promotes orderly migration with respect for human rights. It supports countries in meeting the challenges related to migration, helps migrants, and protects their rights.	https://www.iom.int/
Gdańsk Benefits Center	An organizational unit of the City of Gdańsk. It examines applications and pays family benefits, Alimony Fund benefits, child benefits, housing allowances, scholarships and school allowances, as well as benefits under the „Family 500+” program.	www.gcs.gda.pl

Institutions, associations, and churches. Important information

Institution/organization	Scope of activities, field of support	More information
Ukrainian Consulate in Gdańsk	At the consulate, a citizen of Ukraine will receive help for example: in the event of losing a passport, need to translate documents for registering in a registry office, legalizing documents, etc.	https://gdansk.mfa.gov.ua/ua
Consulates - list	Help for foreigners is provided by consulates	https://www.gov.pl/web/dyplomacja/misje-dyplomatyczne-urzedzy-konsularne-i-organizacje-miedzynarodowe-w-polsce https://ambasada.studentnews.pl/
Immigrant Support Center	An institution helping foreigners, for example in terms of learning the Polish language, career counselling, as well as providing legal and residence information.	http://cwii.org.pl/
Cathedral Orthodox Parish in Gdańsk	This parish helps foreigners from Ukraine, Belarus, Russia, and Georgia to find themselves in Gdańsk's reality.	http://cerkiew-gdansk.com/
Municipal Family Support Center	Here you will find help in a difficult life situation - especially in case of joblessness, homelessness, or a serious illness. MOPR takes special care of large families, refugees, people with disabilities, as well as those who have been affected by a disaster (for example natural or ecological).	http://mopr.gda.pl/
Association of Ukrainians in Poland	An organization bringing together the Ukrainian community, and promoting the culture of Ukraine. Organizing meetings at the Ukrainian house.	http://www.zup.ukraina.com.pl/

Institution/organization	Scope of activities, field of support	More information
Sopot Center for Integration and Support for Foreigners	At the Center you will find help in terms of learning Polish, legal assistance, assistance in contacts with offices and institutions, career counselling, support of a psychologist, and you will take part in integration activities for foreigners, information and promotion activities for the local community	http://www.facebook.com/sciawc/
Pomeranian Voivodeship Office	The office handles cases related to legalizing stay and employment. Department for Legalization of Employment ul. Legionów 130, Gdynia, Department for Legalization of Residence ul. Okopowa 21/27 Gdańsk	https://www.udsc.gov.pl
Office for Foreigners	Handles cases related to entering and staying in Poland, granting international protection, asylum, temporary protection, or consenting to a tolerated stay.	
National Labour Inspectorate	„The National Labour Inspectorate (PIP) is an authority for supervising and controlling the compliance with labour law. It focuses in particular on regulations concerning employment and other forms of gainful work, as well as occupational health and safety regulations. Employees can report employment irregularities to the National Labour Inspectorate. Legal advices: Counselling Center of the National Labour Inspectorate: - 801 002 006 for people calling with landlines - 22 667 65 00 for people calling with mobile phones	https://gdansk.pip.gov.pl/
Gdańsk Contact Center	It is a shared contact center of the City Hall in Gdańsk and municipal units. It operates 24 hours a day/7 days a week, takes advantage of remote communication channels such as: telephone, SMS, email, electronic form, chat, Mapa Porządku, Facebook, Messenger. Phone 58 52 44 500	e-mail: kontakt@gdansk.gda.pl http://www.gdansk.pl/kontaktgdansk/



Travelling to Gdańsk.

It is possible to get to Gdańsk in several ways. However, for foreigners the fastest solution consists in air travel. The city has its own airport in Rębiechowo, named after Lech Wałęsa, which is connected with over a dozen cities in Europe, including several in Ukraine. The distance from the airport to the center of Gdańsk is approx. 12 km. This distance can be covered by bus or with the help of the Pomeranian Metropolitan Railway, in both cases the cost of the trip should not exceed a few zlotys.

In front of the airport it is also possible to find taxis. However, when choosing this form of transport in order to travel to the city center we will have to pay approx. PLN 35 up to even PLN 60.

When deciding to travel by taxi, it is worth paying attention to whether the car has a TAXI marking, and check the cost of travel for 1 km (such information should be clearly displayed on the car's side window).

The center of Gdańsk constitutes an important communication hub. Bus, tram, and railway lines cross here.

A characteristic point at the center consists in the historic Main Railway Station, where the SKM trains stop, as well as trains connecting Gdańsk with other cities in Poland.

In the immediate vicinity of the station it is also possible to find stops of city tram and bus lines, as well as the PKS bus station, where international and national coaches arrive.







Navigating through the city

The easiest way to move around Gdańsk is to use public transportation. It's also the cheapest way to navigate around the city. In Gdańsk, public transportation consists of shuttle buses, trams, and trains which there are two types of - the Fast Urban Rail and the Pomeranian Metropolitan Railway.

In most cases, moving around the city with the use of public transportation is possible between 5 Am and 11 PM.

Fees for public transportation are quite affordable, and tickets are available both in a form allowing for a single trip as well as for a given time.

For example, 1 hour or a period of time, allowing to travel for example for a month. A one-way ticket can be purchased:

- at special machines located at stops,
- from the driver,
- at some kiosks near the stops,
- at ZTM/SKM service centers.

A season ticket can be purchased at special service centers. However, before it is purchased, it is necessary to previously acquire a City Card to which the ticket is uploaded. Children, the elderly, and people with disabilities often are entitled to discounts. The discount depends on the particular transport agency so it is worth asking for it when purchasing the ticket. The purchased ticket can be validated at a ticket puncher. In case of trams and busses they are located at the stop and when travelling by train we must validate the ticket before entering the vehicle - the machines are located at the platforms.

Remember.

Commuters without valid or punched tickets are charged with large fines.





Important information Transportation

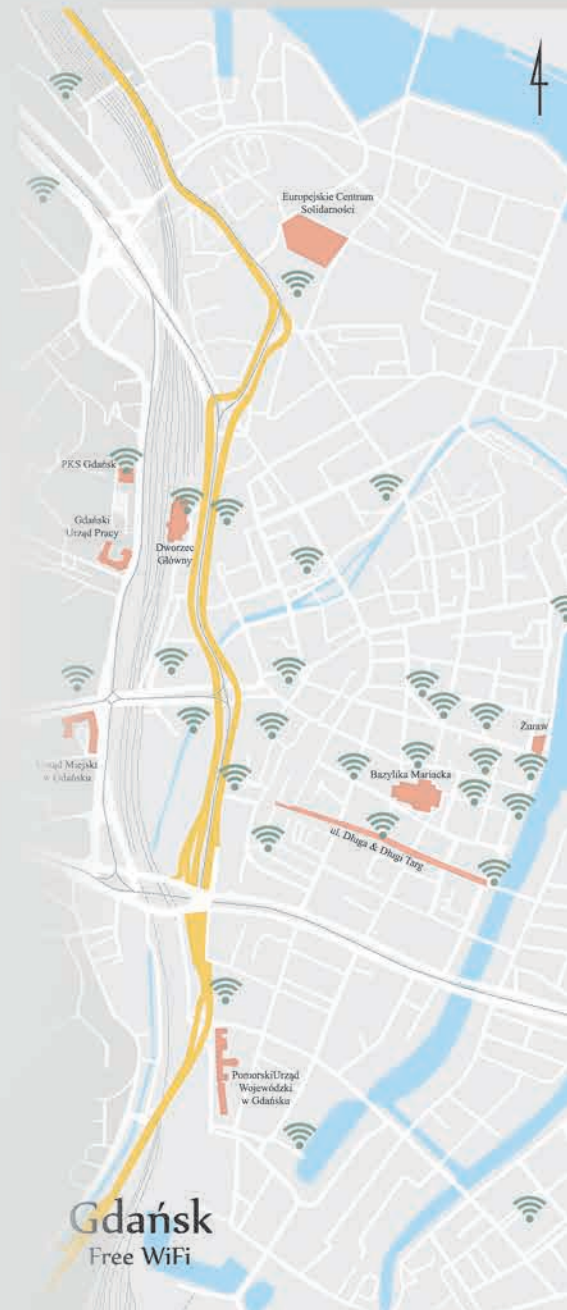
When coming to Gdańsk, it is worth getting a mobile phone with a SIM card from one of the operators providing its services in Poland. The choice is quite large and the offer is diverse in terms of prices. The largest operators include Orange, Play, T-Mobile, and Plus.

When using a phone it is also easy to connect to the Internet. There are many restaurants, shopping centers, hotels, and even offices in Gdańsk that offer free Wi-Fi to their clients.

In some cases, using the network may require entering a password, to obtain it, just contact an employee. Free Internet is also provided by the City of Gdańsk, it can be found in over 100 locations, for example in the vicinity of tourist attractions, seaside strip, some parks, and at stations.

Using the free Internet is very simple, just connect to an access point named GD@NSKwifi. A detailed list of free access points, along with a map including their location, can be found at <http://www.gdanskwifi.pl>

However, GD@NSKwifi stands not only for free and safe Internet for everyone, it is also a source of current information about what's happening in the vicinity as well as a mobile tourist guide.



Social insurance.

People undertaking employment in Poland are covered by compulsory social insurance, which provides them, for example, with access to free medical care and the right to cash benefits paid due to an accident preventing further work (disability pension) or after reaching retirement age (retirement pension). Currently there are four types of social security:

- pension
- disability pension
- sickness
- accident

The employer is responsible for reporting an employee, including a foreigner, to compulsory social and health insurance, and is obliged to do so within 7 days. It is also the employer's responsibility to regularly pay contributions for these insurances for each employee. This applies both to employees employed on the basis of an employment agreement, as well as under a civil law contract (mandate contract or agency contract). The institution responsible for the correct functioning of the social insurance system in Poland is the Social Insurance Institution (ZUS). More information concerning the insurance system can be found at <http://www.zus.pl>

Remember!

Persons employed under a specific task contract are not reported to the Social Insurance Institution and are not entitled to any of the above insurances.







Using medical care.

In Poland, people with health insurance are entitled to use free medical care in case of getting sick, getting in an accident, or becoming injured. Contributions for this insurance are deducted by employers hiring people under an **Employment Agreement** or Contract of Mandate. This means that all people working legally, also foreigners, are entitled to mandatory health insurance and may use the services offered by the health system, free of charge. It is worth remembering that people who stay in Poland legally may also acquire the insurance individually. In such a case the fee is circa PLN 450 per month, although in most cases there is also a mandatory additional fee.

Foreigners who are not citizens of the European Union, when filing a request for an individual health insurance, should present a passport and one of the following documents:

- work visa;
- temporary residence permit;
- stay permit;

- EU long-term residence permit;
- stay permit for humanitarian reasons;
- tolerated stay permit;
- a document confirming the status of a refugee issued in Poland or temporary protection within the country.

The public institution financing medical care services in Poland is the National Health Fund (NFZ) and that is also where the individual health insurance requests should be filed. The NFZ for the Pomeranian Voivodeship is located in Gdańsk at ul. Podwale Staromiejskie 69. Additional information can be found at <http://www.nfz.gov.pl/> or by calling 800 190 590.



Renting an apartment.

There are many places and ways to search for apartments for rent. Currently, Internet is the best tool to do this, and the most offers can be found on classifieds websites. The real estate industry portal **domiporta.pl** deserves special attention, as it includes rental offers from all over Poland. **Olx.pl** and local news service **trojmiasto.pl** are also very popular. A great source of information consists also in social media (e.g. facebook.com), where you can find thematic groups concerning apartments available in Gdańsk, Sopot, or Gdynia. It is also worth going for a walk around the neighbourhood we

would like to live at and check if there are any advertisements concerning apartments for rent at entrances to buildings or a local store. During the walk, it is worth looking at the balconies and windows, because sometimes owners hang banners with information about the possibility of renting an apartment there. The last option is to take an advantage of help offered by a professional real estate agency that will find a verified offer for you and guide you safely through the entire rental process. Such a service is usually payable in the amount of 1.5 to 3.0% of the entire transaction amount.





Gdański
Urząd Pracy

