

READY FOR OUR LIVES

**International Erasmus Plus Project
2015-2018**

**At the Employment
Agency**

I.I.S. 'A. Volta'

Nicosia- Italy

Project Meeting in

Porto -17th -24th

February 2016



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REPUBBLICA ITALIANA
MINISTERO DELLA PUBBLICA
ISTRUZIONE DELLA FORMAZIONE
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We went to our local job centre where experts gave us important information on how the employment centres are run and what we can do when we are looking for a job.

Employment Agencies

Employment offices provide information about registration, unemployment cards, apprenticeships, public bodies, and benefit applications and payments. They organise seminars about job hunting and have trained experts to help people find an appropriate job. Most centres have Internet access.

Public and Private Employment Agencies

Regional employment agencies are operated by the Ministry of Labour and Social Welfare (*Ministero del Lavoro e della Previdenza Sociale*) and there are also local employment centres (*centri di iniziativa locale per l'occupazione/CILO*) which provide help and advice about work-related problems and self-employment about job vacancies, finding work and employment regulations; some offices also offer advice on job interviews, writing application letters, setting up a business, self-employment, income tax and social security.

Young people

can obtain information about jobs and training at local information centres (*informagiovani*). These centres have situations vacant boards for temporary (*lavoro interinale*) and part-time job (*lavoro a tempo parziale* or *lavoro part-time*). They maintain job listings and distribute leaflets, flyers and booklets about finding work in Italy. They provide help and advice on finding temporary work, information about courses and training, evening classes, scholarships, enrolment at university. You can lodge your curriculum vitae (CV) on their website (www.informagiovani.it), check job offers, contact agencies offering part-time work and apply directly to companies offering employment. There's also a section listing employment laws, working conditions and employment contracts.

European Employment Service

There's also a European Employment Service (EURES) network, members of which include all EU countries plus Norway and Iceland. Member states exchange information regularly on job vacancies, and local EURES offices have access to information on how to apply for a job and living and working conditions in each country.

According to the latest monitoring results, in the year 2013/2014, thanks to the EURES network, almost 3000 young Italians have been involved in a work experience abroad.

Private Recruitment Agencies

Temporary Agencies

There are two main kinds of recruitment agency in Italy, temporary agencies (*lavori ad interim*) and executive search companies (*ricerca personale*).

Unlike many other European countries, Italy officially prohibited temporary employees until January 1998, when a new law came into effect. Under the new law, an agency can only place workers with an employer to satisfy a temporary demand and agencies must have fulfilled certain criteria and received authorisation.

A temporary contract (*contratto per prestazioni di lavoro temporaneo*) is a fixed-term contract or an open-ended contract, where an agency must pay compensation to a worker for the periods when he isn't working. The agency must pay workers' social security contributions and work accident insurance..

Executives

Executive recruitment and search companies are common in the major cities and are mainly used by large Italian companies to recruit staff, particularly executives, managers and professionals. Agents place advertisements in daily and weekly newspapers and trade magazines, but don't usually mention the client's name, not least to prevent applicants from approaching a company directly, thus depriving the agency of its fat fee.

Contracts in Italy

There are several contracts available for employees in Italy.

- **Permanent contract:** You are fully protected under Italian law.
- **Fixed-term contract:** The contract may not be renewed, but you retain your benefits.
- **Working for a project:** The contract can be renewed. Your employer is not entitled to provide sick, maternity, or holiday pay.
- **Job Sharing:** Your contract is shared with another person. You have more flexibility.
- **Job on Call:** You are paid a retainer fee during the period in which you don't work. When you are called to work, you receive full wages.
- **Staff Leasing:** Companies that do not need their staff at all times may hire them out to other companies. If this happens to you, you effectively become an employee in the new company.

Thank you for your attention!