



IMMIGRANTS'

GUIDE TO EMPLOYMENT

The Regional Service of Employment and Vocational Training “SEF” is a public service whose main aim is to provide vocational training and employment promotion and mediation in the job market, covering the full extension of the **Region of Murcia**.

Therefore, from SEF we can improve your training and help you find a suitable job with quality.

Access to employment for the immigrant population

The legally established immigrant population has the right of access to work either freelance or with an employer.

In order to provide access for this population to employment, **SEF** has planned the following measures:

- To be in contact with job supply and demand.
- To provide companies with trained staff with suitable know-how to meet their requirements.
- To offer vocational training.
- And in general, all those training tools directed to provide decent jobs for jobseekers.

For further information: www.sefcarm.es



To have access to **SEF** services offered to jobseekers, you must fill in a job search request:



What is a job search request?

It is an **application** made by a jobseeker, whether unemployed or not, at the **Job Centre "Oficina de Empleo"**, in order to get a job.



Where can I register?

You should go to your nearest **Job Centre** in your town or municipality.



What are my commitments once registered?



Jobseekers promise:

- To renew the Job Search Card on the dates indicated on their **JOB SEARCH CARD (TARJETA DE EMPLEO)**. You can renew it at any Job Centre "Oficina de Empleo" or online at

www.sefcarm.es

- To turn up at the Job Centre when requested.
- To notify any changes in your address.
- To notify the Job Centre of all your job interview results, when arranged by SEF.



Which services do I receive?

- Information on job offers.
- Assignment of a Job Orientation Officer who will help you in your job search.
- Access to vocational training courses, as well as a chance to attend Workshop Schools and Employment Workshops.
- Information on the job market.
- Information on unemployment benefits.

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Which requirements and documents do I need to complete such application?

To register you need:

- To be at the working age, that is to say, 16 +.
- To have the work or residence permit in force.

You should present the following documents:

- Authorization from the Ministry of Work and/or the residence permit in force.
- Social Security card, if you have worked previously in Spain.
- Certificates of academic or professional qualifications.
- In the case of any disabilities, Disability Certificate.



People who are once registered, receive a **receipt of employment search registration (Employment Search Card)**.

What information do I need to update my job search request?

To update the job search request, you must state:

- Your personal data, address, telephone
- Work schedule, timetable, commuting possibilities.
- Academic and professional qualifications.
- Languages.
- Job experience.
- Jobs which you are aiming at.



how can I get a job offer?

The **SEF** Job Centres deal with job offers to cover the staff needs of businesses which require such service. For this reason, the **Job Centre** makes appointments with the chosen candidates, and these candidates are informed of the nature and place of work where they should go and have a job interview.



What should I do if I receive an appointment for a job offer?



If you receive an appointment for a job offer, you must go to this appointment, or otherwise notify the Job Centre for the reason for not attending.

What other information on job offers can I get?

Online at the Job Website www.sefcarm.es



training courses for employment

SEF annually plans training courses which allow the unemployed to adapt their capacities and qualifications to the needs of companies. These training courses are given by certified training centres and entities of great repute.



Where can I get the information?

- At the nearest Job Centre "Oficina de Empleo".
- Online at the website www.sefcarm.es



Which documents do I need to provide?

- Job search request card (JOB SEARCH CARD)
- Accreditation of being in compliance with the course access profile.
- Course attendance application



Are there any specific courses for the immigrant workers?

Yes, of course. There are specific training courses adapted to your needs which include vocational and linguistic contents as well as other measures. Furthermore, students on these courses receive an attendance grant.

How can I enrol on a course?



- At the Job centre "Oficina de Empleo", an expert will guide you so that you can receive the course that suits you best.
- Furthermore, you will be given the name of the entity which will do course.
- You can also go directly to the entity which will do the course, using the online contact information available at www.sefcarm.es



What sort of help do I get?

- All courses are free.
- Accident insurance policy
- Depending on the course, attendance grant and transport help.

what are the workshop schools?



The **Workshop Schools** are work and training centres at which young unemployed can receive apprenticeship and vocational practice.



Who are these for?



For young **unemployed** who are 16 plus and less than 25 years of age and comply with apprenticeship contract requirements.



What type of training is available at a Workshop School?



We are dealing with a practical training, aimed at developing a profession or occupation, based on a real job experience.



How long do these courses last?

The time span of a **Workshop School** is between one year and a maximum of two years. During the first six months, students receive **theoretical training** and a training grant in virtue of **financial help**. The rest of the schedule, the student signs a contract for which he/she receives **wages, carries out work and continues with the training process**.



what are the employment workshops?



The **Employment Workshops**, the same as the **Workshop Schools**, are **work and training centres** at which the unemployed receive vocational training with professional practice.

Who are these for?

For unemployed of 25 +, who comply with apprenticeship contract requirements.

How long do they last?

The Employment Workshops have a minimum duration of six months and a maximum of one year. From the beginning, students are hired by the promotional entities and receive corresponding wages.



How can I enrol at a workshop school or an employment workshop ?

The requirements to enrol at a Workshop School or an Employment Workshop are as follows, you must:

- Be registered as a jobseeker. (Employment Card)
- Show willingness to participate in these projects.
- Overcome the selection process.



SEF job centre network

Job Centres “Oficinas de Empleo” offering the aforementioned services are a vital tool for citizens seeking work or wishing to improve their jobs. So at these centres, you will be attended by experts who will help and inform you of all your job requirements.

| CENTRE | ADDRESS | TELEPHONE |
|---------------------|------------------------------------|------------------|
| AGUILAS | C/ SANTA MARIA ESQ. C/BOLA Y CUBO | 968 413 902 |
| ALCANTARILLA | C/ ALCALDE PEDRO CASCALES, 20 | 968 800 129 |
| ALHAMA DE MURCIA | AVDA. SIERRA ESPUÑA S/N, EL PARQUE | 968 630 838 |
| ARCHENA | C/ AZALEA, 16 | 968 670 075 |
| BULLAS | C/ IGLESIA, S/N | 968 652 775 |
| CALASPARRA | AVDA. 1º DE MAYO, 30 | 968 721 106 |
| CARAVACA DE LA CRUZ | C/ MARTÍNEZ NEVADO S/N | 968 708 444 |
| CARTAGENA | C/ GOYA, S/N-BARRIO PERAL | 968 533 130 |
| CEHEGIN | C/ MATARÓ, 12 BAJO Y DR. FLEMING | 968 740 426 |
| CIEZA | CAMINO DE MURCIA, N.78 | 968 761 563 |
| FORTUNA | PLAZA TERCERA EDAD S/N | 968 685 218 |
| JUMILLA | AVENIDA DE MURCIA, 33 | 968 781 850 |
| LA UNION | C/ SAN GIL, S/N | 968 560 515 |
| LORCA | C/DIEGO PALLARÉS CACHÁ S/N | 968 468 741 |
| MAZARRON | C/ LARDINES, S/N | 968 590 020 |
| MOLINA DE SEGURA | C/ PICASSO,49 | 968 611 563 |
| MORATALLA | C/ HUMANISTA ALONSO SÁNCHEZ S/N | 968 730 601 |
| MULA | CTRA CARAVACA ESQ. C/PROSPERIDAD | 968 660 519 |
| MURCIA-JORGE JUAN | C/ JORGE JUAN, 2 | 968 205 190 |
| MURCIA-RONDA NORTE | RONDA NORTE, 10 | 968 294 060 |
| MURCIA-SUR | CTRA. EL PALMAR, 3 | 968 294 672 |
| TORRE PACHECO | C/CARME MARTÍ GAITE, 27-30 | 968 578 229 |
| TOTANA | C/ MAYOR SEVILLA S/N | 968 424 894 |
| YECLA | C/ SAN JOSÉ, 28 | 968 791 763 |

All our Offices are equipped with services of professional translators.

You can also get further information and arrange an appointment in advance calling 012.

other entities for further assistance

- **Information and Assistance Office of the Director General for Immigration and Voluntaries of the Regional Ministry for Social Policy, Women and Immigration.** Avda de la Fama, 3. Planta baja. Reception Desk. 30006 Murcia. Telephones: 900 255 000 y 968 366 030
- **Association of Young Growers of the Region of Murcia "ASAJA"** C/ Acisclo Díaz, 5-C, 3ª planta. 30005 Murcia. Telephones: 968 284 188. Fax: 968 284 313
- **National Association of Abraham Project.** C/ Carril Baeza, 1, bajo. 30006 Murcia. Telephone: 968 200 008
- **Association for Sociocultural Promotion "ASPROSOCU".** Avda. Nueva Cartagena, 68, bajo 5. 30310 Cartagena. Telephone: 968 533 964. Fax: 968 533 964.
- **Immigrant Project by Cartagena Dioceses Cáritas of Cartagena and Murcia.** C/ Burruelo, s/n, bajo. 30005 Murcia. Telephone: 968 287 313/14. Fax: 968 287 328.
- **Trade Union "Comisiones Obreras - CC.OO".** C/ Corbalán, 4 30002 Murcia. Telephone: 968 355 206. Fax: 968 221 867.
- **Consortium of Entities for the integral action for immigrants "CEPAIM".** C/ Travesía Fabián Escribano Moreno, 77, bajo. 30570 Beniján. Telephone: 968 875 315. Fax: 968 823 738.
- **Coordinator for the Organizations of Growers and Cattle Breeders "COAG-IR".** Avenida Río Segura, 7, bajo. 30002 Murcia. Telephone: 968 354 059. Fax: 9687 227 080.
- **Spanish Red Cross. Cartagena Area.** C/ Gisbert, 6. 30202 Cartagena. Telephones: 968 503 697 y 968 300 704. Fax: 968 529 405.
- **Red Cross – Murcia.** C/ General Sanmartín, 3, bajo. 30003 Murcia. Telephones: 968 355 249 y 968 355 238. Fax: 968 220 451.
- **Radio Ecce. Charity. Training Centre.** C/ Condes de Barcelona, 5 – Edificio Mónaco, 1ª - 1. 30007 Murcia. Telephone: 968 219 283. Fax: 968 219 294.
- **Sierra Minera Charity.** C/ Mayor, 49, AP. 77. 30360 La Unión. Telephone: 968 540 344. Fax: 968 540 344.
- **Murcian Association of Shelter for Homeless.** C/ Arquitecto Emilio Pérez Piñero, 1 – 1ª F. 30007 Murcia. Telephone: 968 271 652. Fax: 968 271 586.
- **Association of Producers – Exporters of Fruit and Horticulture Produce of the Region of Murcia "PROEXPORT".** C/ Ronda de Levante, 1, entresuelo. 30008 Murcia. Telephone: 968 271 779. Fax: 968 200 098.
- **Trade Union of General Workers "UGT".** C/ Santa Teresa, 10, bajo. 30005 Murcia. Telephone: 968 274 690. Fax: 968 281 666.
- **Trade Union of Small Growers and Cattle Breeders of Murcia "UPA-MURCIA".** C/ Santa Teresa, 10, 5ª planta. 30005 Murcia. Telephone: 968 280 765.
- **Workers Trade Union "USO".** C/ Huerto de las Bombas, 6, bajo. 30009 Murcia. Telephone: 968 250 120. Fax: 968 257 076.

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Empleo y Formación