



FINDING A JOB IN FRANCE

Work and daily life

.....





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EURES

Established in 1993 by the European Commission, EURES is a co-operation network. Its aim is to encourage labour mobility in the European Economic Area.



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Introduction

France is an economically strong country that plays a leading role in the world economy. The country has worldwide renowned companies and institutions. France is the leader in the luxury goods industry, and second in mass distribution and agriculture. Young foreign graduates are particularly welcome in the country.

This economic attractiveness has to be added to the “**art of living in France**” which plays also an important role. The cultural offer, the gastronomy, the conviviality are present in all the regions. This brochure provides information on the different aspects of work, social protection, and daily life for anyone who wants to come and/or live in France.

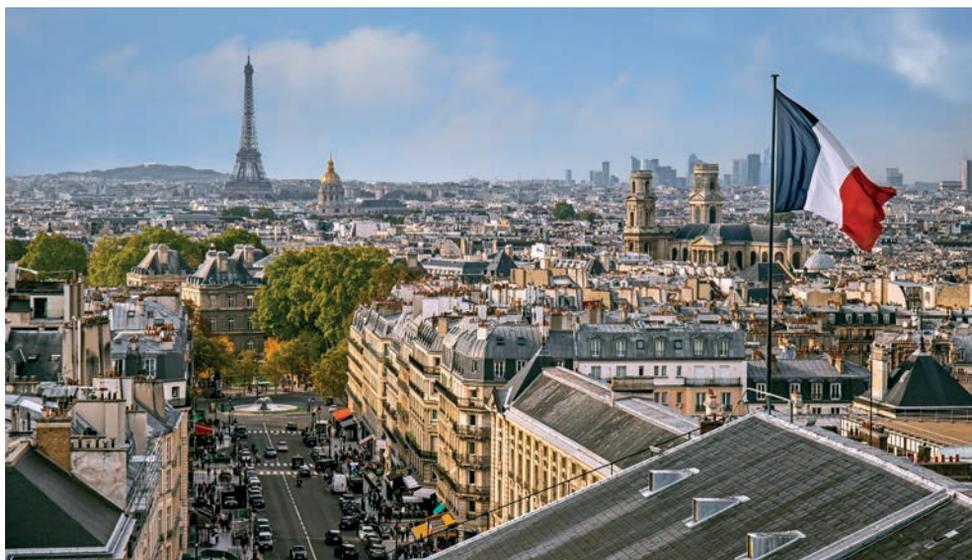


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THE LABOUR MARKET



France is the world's seventh largest economy after the United States, China, Japan and Germany, India and the United Kingdom. The three main sectors of its economy are agriculture, industry and tourism. IT, chemicals, the food industry, the automotive sector and the metal industry are also areas in which France continues to excel. Each region has its own specific characteristics of specialities. The Auvergne Rhône-Alpes region is France's leading industrial region, but is also well-known for tourism and wine. The Grand Est region stands out for its presence in the automotive and metals industries but also for its wines from Champagne and Alsace, and its mineral water.

► Would you like more information about the French economy?

Visit the following specialised information websites:

The EURES portal
(the "Living and working" page)

ec.europa.eu/eures/public/fr/homepage

**The Chamber of Commerce
and Industry in France**
(The "Economic information" page)

www.cci.fr

France Diplomatie
(The "Coming to France" page)

www.diplomatie.gouv.fr

Direction générale des entreprises
(Directorate general for businesses)

[www.entreprises.gouv.fr/
secteurs-professionnels/industrie](http://www.entreprises.gouv.fr/secteurs-professionnels/industrie)

Banque de France
(The "Regional trends" page)

www.banque-france.fr/statistiques/tendances-regionales



► Would you like to learn more about the labour market in France?

Visit the following specialised websites:

Pôle Emploi

(Jobs and occupations in the different regions)

www.pole-emploi.fr/candidat/vers-un-metier-@/index.jspz?id=551787

Emploi Store, a service from Pôle Emploi

(Employment and occupations)

www.emploi-store.fr

RegionJob

(The labour market in the different business sectors)

www.regionsjob.com/actualites/marche-emploi/2

ONISEP

(Occupational information on a sector-by-sector basis)

www.onisep.fr



AUTHORISATION TO WORK



► EU citizens

As an EU citizen, you can **work** either as an employee or on a self-employed basis, **without a work permit**, in any EU country (the member states of the EU + Iceland, Lichtenstein, Norway and Switzerland).

► Citizens of non-EU countries

If you are a citizen of a non-EU country, you must possess an authorisation to work (also known as a work permit) to enter France and take up salaried employment. Without it, you cannot be hired. The authorisation to work can take the form of:

- 👁 A visa,
- 👁 A residence permit bearing the word “salarié” (employee),
- 👁 Or a document separate from the residence permit.

The authorisation will be issued to you if you submit a detailed career plan including a serious job offer. Once in France, you can remain in the country with **a residence permit bearing the word “salarié” (employee)** for 1 year (renewable). Applications for residence permits and their renewals should be submitted to the *préfecture*.

Your **future employer** must submit the application for an authorisation to work (also referred to as the admission procedure).

He must complete the following steps:

- 👁 Submission of the job offer to Pôle emploi (or another job placement organisation), accompanied by an application to launch the admission procedure,
- 👁 The application is forwarded to the Direction Régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi (DIRECCTE - the Labor Department) for the area in which the job is located.

The application to apply the admission procedure must contain:

- 👁 The undertaking to pay taxes to the Office Français de l'immigration et de l'intégration,
- 👁 The contract of employment,
- 👁 Written details of the future employee's accommodation conditions.

You'll find further information on the Ministry of the Interior website:

www.demarches.interieur.gouv.fr/particuliers/autorisation-travail-etranger-salarie-france

RECOGNITION OF DIPLOMAS AND QUALIFICATIONS



If you want to work in France, to exercise your profession you'll need to provide proof of your qualifications. To access certain occupations (government-regulated trades and occupations), it is compulsory to have your qualification formally recognised, while for others it is recommended as it enables your future employer to assess your skills.

► Information services

The Centre ENIC-NARIC France, (part of France Education International), is the central information centre for the recognition of diplomas and qualifications in France:

France Education international

Centre ENIC-NARIC

www.ciep.fr/enic-naric-france

The website provides a list of regulated professions and a number of useful addresses for having diplomas recognised.

For non-regulated professions, the Centre ENIC-NARIC issues statements of comparability, enabling employers to estimate the content of a foreign training course.

 **Non-EU citizens** must contact the Centre ENIC-NARIC to have their qualifications recognised.

The Ministry of the Economy and Finance and its website www.guichet-qualifications.fr, also provides information on how to access regulated occupations.



► Points of contact

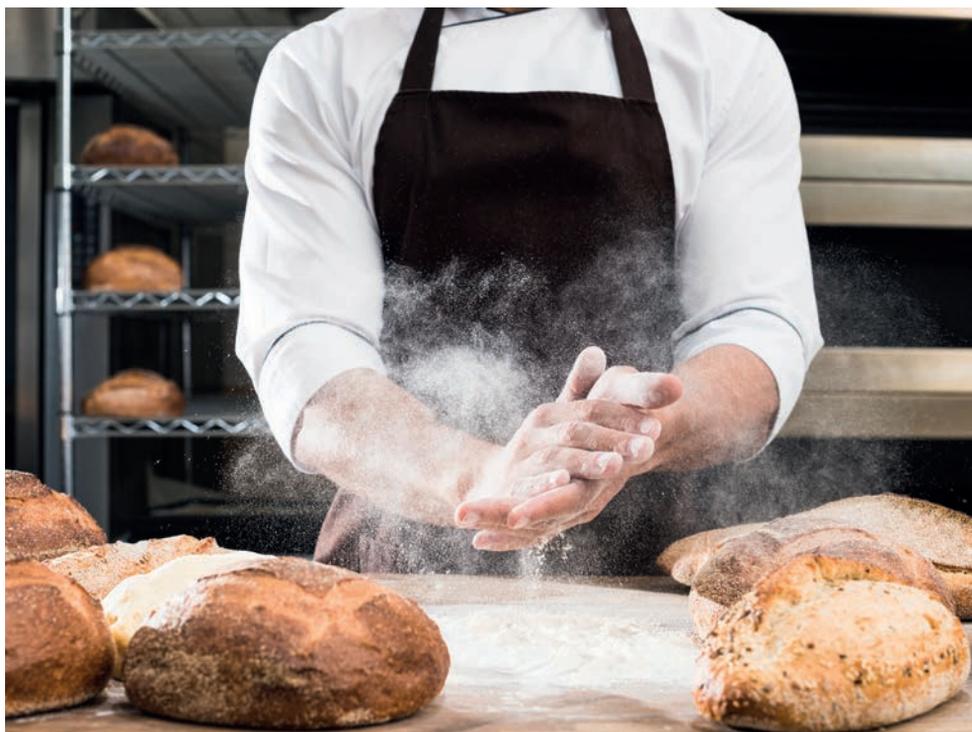
There are various points of contact depending on the business sector:

Paramedical and socio-educational professions

The **Directions Régionales de la Jeunesse, des Sports et de la Cohésion Sociale** (DRJSCS - regional dept. for youth, sport & social cohesion) have responsibility for the recognition of diplomas in the regions: drjscs.gouv.fr

Handicrafts

The **local Chambres des Métiers et de l'Artisanat** (chambers of trades and handicrafts) are your contact point for the recognition of professional qualifications in the handicrafts sector. List of Chambres des Métiers on the Chambre des Métiers et de l'Artisanat portal : www.artisanat.fr



PREPARING A CAREER PLAN BEFORE YOU START



Before you begin looking for a job, you need to determine which professional activity you would like to exercise and draw up your career plan to target your search for a job in France. Having a better knowledge of your own strengths, weaknesses and skills will help you sell yourself more effectively to accompany.

With this in mind, you'll need to identify all the key strengths from your personal and professional experience and gather plenty of information about the French socio-economic environment to be able to make a strong pitch matching the needs of the job market.

If you wish, you can receive support from Pôle Emploi by contacting your employment adviser. You can also use the services proposed by the Emploi Store (www.emploi-store.fr).



WORKING CONDITIONS IN FRANCE



Two main types of contract

The *Contrat de Travail à Durée Indéterminée* (open-ended contract of employment) is the normal and most common form of employment contract. There is no fixed end date for this type of contract. The *Contrat de Travail à Durée Déterminée* (fixed-term contract of employment) is signed for a precise and time-limited purpose. It must be justified (specific, time-limited task, temporary replacement of an employee, etc.). The total duration of the fixed-term contract of employment may not exceed 18 months

The trial period

This ranges from 2 to 4 months, depending on the job category and may be renewed once.

Remuneration

The SMIC (*Salaire minimum interprofessionnel de croissance*) is the minimum hourly wage. This was €10.03 per hour in 2019. A minimum wage may possibly be guaranteed by collective agreements.

Holiday entitlement

The employee earns 2.5 working days for each month worked at the same employer, i.e. 30 working days (5 weeks) for a complete year worked. The reference period is generally from 1 June for the previous year to 31 May of the current year.

Working hours

The maximum legal working hours for a full-time job are set at 35 hours per week. Collective agreements may provide for weekly working hours in excess of or below 35 hours.

The RTT system (*Réduction du temps de travail* - Reduction in working hours) makes it possible to assign rest days or half-days to an employee whose weekly working hours exceed 35 hours a week.



A KNOWLEDGE OF FRENCH



A knowledge of French is generally required in many jobs, for conversing with clients and colleagues, both in cross-border areas and international companies. There are a number of means available to improve your diction and pronunciation.

► You can improve your language abilities before you travel to France

There are Instituts Français (French Institutes) in numerous countries:

www.institutfrancais.com/fr

The Alliances Françaises are present in 132 countries:

www.alliancefr.org

You can improve your language skills in France

The CIEP (France Education International) can provide addresses of language schools in France

www.ciep.fr

Campus France

www.campusfrance.org/fr/apprendre-langue-francaise

L'Alliance française

www.alliancefr.org

La fondation Robert de Sorbon

(French civilisation classes at the Sorbonne)

www.ccfs-sorbonne.fr



► French tests and diplomas

Non-EU citizens

To obtain a residence permit, applicants must demonstrate **a level equivalent to or exceeding level A2 as defined by the CEFR** (Common European Framework of Reference for Languages of the Council of Europe), by means of a **language test**, or by gaining a **diploma**.

A number of different tests and diplomas exist. For further information and enrolments, please contact France Education international, www.ciep.fr.

TCF : Test de connaissance du français
(Knowledge of French test)

DELF : (Diplôme d'Etudes en Langue Française /
French language studies diploma)

TEF : Test d'évaluation du français
(Evaluation of French test)

DALF : (Diplôme Approfondi de Langue Française /
Advanced French language diploma)

DFP : (Diplôme de Français Professionnel /
Diploma in business French)



JOB HUNTING



Personal contacts or networking are the main recruitment channels used. You need to make the most of your network of contacts and talk to everyone you can about your job search, to obtain as much useful information as possible and to give yourself the best chance of finding a job.

Your network is comprised of your professional contacts (former co-workers, clients, suppliers, etc.), who, although perhaps not knowing you very well, may well recognise your potential or your know-how. However, your network is also comprised of those close to you, including your friends, neighbours, members of an association or a sports club, etc. This network knows you from another angle and not only from work, but you'll need to keep them fully informed of your career plans so they can be on the lookout for any opportunities which may suit you.

Be careful not to confuse networking with string pulling! The role of your network is to keep their eyes and ears open for job vacancies which may suit you, whereas string pulling implies a direct attempt to try and “pull strings” with the recruiter.



► Speculative applications

Employers draw upon the speculative applications they receive on a daily basis. As a speculative applicant, it's important to identify those companies likely to be interested in your profile and therefore to take you on.

The Annuaire des Entreprises de France (AEF - French company directory), published by the French chambers of commerce and industry, allows you to search by keyword. Annuaire des entreprises en France:

www.aef.cci.fr/statiques/recherche-entreprises/#emploi

► Job search websites

To find a job in France, you'll also have to answer adverts for job vacancies. Details of job vacancies are available on the Internet and particularly on the following websites:

Public job search websites:

- 👁 The website www.pole-emploi.fr
- 👁 The website www.emploi-store.fr
- 👁 The « La bonne boîte » initiative run by Pôle Emploi :
labonneboite.pole-emploi.fr
- 👁 The recruitment website for executive staff, www.cadremploi.fr
- 👁 The European Commission's EURES website: ec.europa.eu/eures, in the "Jobseekers" section.

Private job search websites:

- 👁 www.moovijob.com
- 👁 www.monster.fr
- 👁 www.stepstone.fr
- 👁 www.regionsjob.com
- 👁 www.indeed.fr
- 👁 www.keljob.com



You can upload your CV online on most of the sites. You'll need to ensure that your CV contains the keywords linked to your profession as companies generally use automatic search software. Additionally, don't forget to update your CV regularly to ensure that the date of its last update is quite recent.

► The CV (*curriculum vitae*)

The CV is the key document in any job search. Often accompanied by a cover letter, it allows the recruiter to quickly form an impression of the candidate.

A few tips:

- 👁 Use an e-mail address specifically and exclusively reserved for your job search. Opt for a professional-looking e-mail address ("**firstname.lastname@domainname**") rather than a more personal e-mail address.
- 👁 Avoid mentioning your age and marital status, which are of no interest in your application.
- 👁 Include a photo on your CV if the person you're writing to knows you or if you have already met them directly at an employment fair or an interview. A photo can be a source of discrimination and can take people's mind off reading the rest of your CV. However, if you've already met the recruiter, it may serve to jog his/her memory of your interview. In all other cases, a photo is not necessary unless they specifically ask for one.
- 👁 Answer calls from callers marked as "private" or "number withheld" as such numbers are often used by companies. Ensure you have a clear and professional message on your answerphone. Don't forget that your answerphone message may be your first contact with the employer!

► The cover letter:

The cover letter allows you to highlight more subjective criteria (your reason for applying for the job, your availability and your personality, etc.).

It should be typed, unless they specifically ask for a handwritten letter.

Here is some advice about sending a CV and cover letter by e-mail:

- 👁 Don't forget to enter something in the subject line for your e-mail to avoid the message being automatically deleted.
- 👁 The CV and the cover letter should be enclosed as attachments and not pasted into the message body. If possible, they should be in PDF format.
- 👁 The e-mail message accompanying your CV and cover letter should be concise and impactful. Its purpose is not to replace the cover letter.

► The social networks

The social networks are playing an increasingly important role in the recruitment process: www.linkedin.com and www.viadeo.com.

You create your profile, you enter your educational and training details and your experience, then link yourself to other users by asking them. You can also use these networks to identify companies of interest to you, to send them speculative applications. These professional networks are particularly effective for qualified jobs and executive profiles (Master degree level), many in the service sector.

Pay careful attention to your **e-reputation**: before an interview, most employers will Google your name. You should do the same and regularly check the content associated with your name on the web. Don't allow information to filter out which presents you in a bad light.

► Workshops run by Pôle Emploi

If you wish, you can take part in one of the workshops organised by your local Pôle Emploi branch:

- 👁 Workshop on: "**Identifying my strengths and perfecting my career plan**",
- 👁 Workshop on: "**Targeting my job search**",
- 👁 Workshop on: "**Organising my job search**",
- 👁 Workshop on: "**Focusing on skills (identifying your skills and making the most of them)**",
- 👁 Workshop on: "**Enhancing my professional image**",
- 👁 Workshop on: "**Preparing for a job interview**".

You can also consult the www.emploi-store.fr website and use the various tools provided to improve your job search.



SOCIAL PROTECTION



So, you've found your job in France? Whether you're a cross-border worker or a resident in France, you'll need to take care of social protection.

Social Security

In France, it's the employer who enrolls the worker in the social security scheme with his Social Security number. The employer completes a "*déclaration unique d'embauche*" (single declaration of employment), to register him with the *Union de Recouvrement des cotisations de Sécurité Sociale et d'Allocations Familiales* (URSSAF - an administrative body responsible for Social Security funds):

- ☺ If the employee has never been registered with a Caisse Primaire d'Assurance Maladie (local sickness insurance fund), he must register himself with the CPAM for his place of work. He must complete the eligibility form, which can be downloaded from the Social Security website: www.ameli.fr, then notify his employer of his Social Security number.
- ☺ If he is already registered with a CPAM, his affiliation will be automatic after his employer has declared his employment.

He will be issued with a Social Security card with a Social Security number and a "Carte Vitale" enabling him to obtain treatment in France.

The European Health Insurance Card enables you to receive coverage for healthcare during your trips abroad. You can request this in your personal area on www.ameli.fr.

Private health insurance

The national health insurance fund (Social Security) will cover part of your health costs. To cover the remaining costs, you'll need to have private supplementary health insurance (known as a "*mutuelle*"). Ask the *mutuelle* insurance providers, insurance companies, provident institutions and banks for further information.

Information: *Union nationale des organismes d'assurance maladie complémentaire* (national union of supplementary health insurance providers)

www.unocam.fr

www.info-acs.fr

Compulsory private health insurance

All employees must be covered by a private health insurance plan (*mutuelle santé*).

The employer must ensure that all of its employees, regardless of their length of service with the company, benefit from a supplementary scheme for the reimbursement of health costs. The employer must send an enrolment form to the employee, who has no formalities to complete. He will then receive a certificate confirming that he is enrolled for the supplementary health insurance plan.

TAXES



Taxes are paid through deduction at source. A personalised rate is notified to your employer. The employer then deducts the tax from your account and pays it.

You must contact the Centre des Impôts (tax office) for the area in which you live.

- ☺ If you have just started working in France, your employer will apply a standard rate according to your salary, which is adapted to your family situation.
- ☺ In May, you are required to declare all of your income from the previous year to the tax authorities. This declaration of income will make it possible to set the personalised tax deduction rate. It will apply from the month of September of the current year (and until August of the following year). The rate will then be updated based on your income.

Information: www.impots.gouv.fr/portail

Retirement pensions

The age at which you qualify for a retirement pension, which is being gradually increased, is currently 62 years old for people born after 1 January 1955. The retirement pension is currently paid at a rate of 50% of the annual average salary calculated over the best 25 years.

Supplementary pension

All employees covered by the general social security scheme must be affiliated to a supplementary pension plan. This provides for the payment of a monthly pension in addition to the Social Security pension.

The Arrco supplementary pension scheme (*Association pour le régime de retraite complémentaire des salariés*) concerns non-executive staff.

The Agirc supplementary pension scheme (*Association générale des institutions de retraites des cadres*) concerns executive staff.





► Finding accommodation

If you decide to live in France, you'll need to find accommodation. This can be expensive in major cities such as Paris, Bordeaux or Lyon, but accommodation prices are falling in small towns and villages. On this point, you can consult the brochure from Frontaliers Grand Est entitled "*Changement de résidence et conditions de séjour*".

Websites

A number of websites offer a wide selection of accommodation available to rent or buy (non-exhaustive list) :

www.seloger.com/immobilier/locations/ville/bien-appartement

www.pap.fr

www.justlanded.com/francais/France/Guide-France/Logement/Trouver-un-appartement

Logic Immo

Le Bon Coin

Using the services of an estate agency

Estate agencies charge a commission according to the size of the accommodation you're looking to rent. Accommodation is generally rented unfurnished. The rental agreement for an unfurnished house or apartment is generally three years (non-exhaustive list):

Foncia (fr.foncia.com)

Century 21 (www.century21.fr)

Laforêt (www.laforet.com)

Guy Hoquet (www.guy-hoquet.com)

Orpi (www.orpi.com)



► Insurance

Home insurance

Home insurance is compulsory for property owners whose home is situated in a jointly owned building (condominium) and for tenants, who as a minimum must take out insurance for tenants' risks.

Motor insurance

It's compulsory to take out motor insurance when you drive a motor vehicle.

Family civil liability

You are legally obliged to make good any losses or damage caused to others. Comprehensive home insurance policies often include "family civil liability" cover

► Opening a bank account

If you sign a contract of employment, most employers will require you to open a bank account in France. To open a **bank account**, you'll need to produce a valid identity document and proof of domicile dating from within the last three months (and sometimes also a tax assessment notice). The banks generally don't charge you for opening a bank account. On the other hand, most banks will bill you for account fees (for all services) and credit/debit card fees.



► Driving in France

Driving licences

It's possible to drive in France with a driving licence issued by a member state of the European Union or the European Economic Area

as long as the licence is valid.

Driving in France with a driving licence issued by a non-European country

If you're moving to France and you'd like to drive with your currently-valid foreign driving licence, you'll firstly need to check that this was issued by the country which was formerly your usual place of residence before moving to France. It must also be in French or accompanied by an official **translation**. You can only use it in France for one year from the date on which France becomes your usual place of residence.

Holders of driving licences issued by a country which is not a member state of the European Union (EU) or the European Economic Area (EEA) must exchange their licence for a French driving licence, **within one year from the date on which France becomes their usual place of residence**. To exchange your driving licence, you should contact the *préfecture* for your local area (or the *préfecture de police* if you live in Paris). To complete these formalities, you should go there in person and ask at the counter.

Please see the information available at www.securite-routiere.gouv.fr

You'll also find information about the formalities involved in exchanging driving licences and the items to be supplied according to your situation, at www.service-public.fr.

Vehicle registrations

It's compulsory to register a foreign vehicle in France within one month after your arrival, if France is to be your usual place of residence. You can complete the necessary formalities on the ANTS website (Agence Nationale des Titres Sécurisés),

ants.gouv.fr/monespace/s-inscrire. You may also find computer terminals in the *préfectures* or *sous-préfectures* enabling you to complete these formalities online.

Information about the formalities to be completed and the items to be supplied: www.service-public.fr.



► Transport



Train	Bus
TER (Train express régional) : www.sncf.com TGV (Train à grande vitesse) : www.oui.sncf/tgv	Ouibus : fr.ouibus.com Flixbus : www.flixbus.fr Blablabus : www.blablacar.fr Eurolines : www.eurolines.fr
Air travel	Car pooling
Air France : www.airfrance.fr Ryanair : www.ryanair.com/fr/fr	Blablacar : www.blablacar.fr

(Non-exhaustive lists)



THE FAMILY



► Enrolling your child at school

Enrolment for preschool or elementary school takes place in two stages:

- ☺ You firstly need to visit the *mairie* (town hall) where they'll tell you which school your child must be enrolled in. You'll be given an enrolment certificate with the school's name and address.
- ☺ You'll then have a meeting with the headmaster or headmistress from the school specified by the *mairie*, to complete your child's enrolment.

Collège (secondary /junior high school): the enrolment forms are available from the schools.



► Childminding services

Information available at www.service-public.fr

Crèches: collective crèches, at-home childcare providers, parent-run day care centres. To find a crèche, visit the website of the Caisse Nationale des Allocations Familiales, www.monenfant.fr.

Home-based childminders

To obtain addresses of childminders, you can contact:

- 👁️ A Centre de Protection Maternelle Infantile (mother and child protection centre),
- 👁️ The services run by the *Département*,
Addresses at www.service-public.fr.

- 👁️ A childminders' network.
Addresses at www.monenfant.fr.



Child benefits

The Caisse d'Allocations Familiales has responsibility for the payment of child benefits. The parent who will be receiving the benefits should contact the Caisse d'allocations familiales (CAF) for their place of domicile.

www.caf.fr

To receive child benefit and family allowances, you must meet the following conditions:

- 👁️ Live legally in France as must your dependent children,
- 👁️ If you are foreign and not a citizen of a member state of the EU, of the European Economic Area or Switzerland, you must provide proof that you're living in France legally and that your children (*if born abroad*) entered France legally.

You'll be entitled to a fixed family allowance, **paid without means testing from the second child onwards** (€131.55 per month, €300.10 for three children), **up to the child's 20th birthday**. Other benefits are paid subject to means testing (back-to-school allowance, contribution to childminding costs, etc.).



FIND US ALSO ON
www.frontaliers-grandest.eu





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