



Work

WORKING IN GENEVA

You have just arrived in Geneva and are receiving assistance from the Hospice Général. Do you have questions about access to the job market?

This document gives you information on the following:

- Do I have the right to work ?
- How to look for work
- How to get permission to work
- Is a written contract required ?
- What about salary ?
- Where can I access additional information ?

Do I have the right to work?

Check with the cantonal population and migration office (OCPM) to verify if you have the right to work. This will depend on your type of permit you have.

- Refugee permit B / permit F (refugee or provisionally admitted) → YES
- Permit N → YES after 3 months

The canton may nevertheless limit the number work authorizations granted in function of job market equilibrium.

For all other permits, check the conditions placed on work authorization with the cantonal population and migration office (OCPM).

How to look for work ?

If you are looking for work in Geneva, you can:

- Register with employment agencies
- respond to job offers on the internet or in newspapers
- research websites of the companies which interest you in order to make direct contact or send unsolicited job applications

Please note :

it is important to inform your network that you are looking for a job.

There are practical guides to help with your job search.

How to apply ?

In order to respond to a job offer, most employers will ask you to send them an "application file" with the following documents :

- a cover letter
- your curriculum vitae (CV)
- a copy of your diplomas / certificates
- a copy of your work certificates

If they are interested in your candidacy, they will contact you for an interview.

How to get permission to work ?

To obtain authorization to work in Geneva, you must have one of the following :

➤ **B refugee permit / F permit (refugee or temporary admission)**

Fill out the declaration to the OCPM using the State Secretariat for Migration 's (SEM) online registration form. You will find the declaration on the website of Bonjour Genève.

➤ **N permit**

Fill out the form and send it to the OCPM to obtain your work authorization.

Do I need a written contract ?

It is preferable to ask for a written contract, which specifies the length of the contract, work percentage, salary, social deductions, etc.

Why?

In the event of a dispute, you are more comprehensively protected.

And the salary ?

Salaries are usually paid into your bank or postal account by your employer at the end of each month.

Please note:

You must send a copy of your pay stub to your social worker. He or she will explain its impact on your assistance, if any, in function of the amount you receive.

Warning :

There are repercussions to working without proper authorization !

It is illegal and you run the risk of:

- Negatively impacting your application for a residency permit.
- Not being insured in the event of an accident.
- Being required to reimburse the Hospice Général for assistance received during your period of employment

Where can I access additional information ?

[Refer to the Training and Insertion Activities documents](#)