



# Working in Geneva

Have you just arrived in Geneva and are a beneficiary of the Hospice général? Do you have questions about getting into work?

This document provides you with answers to the following questions.

- 1. Who can work in Switzerland?
- 2. Is my French language level sufficient?
- 3. What field can I work in?
- 4. How do I prepare to look for work?
- 5. How do I look for a job?
- 6. How do I apply for a job offer?
- 7. Once I have been offered a job, do I need a written contract?
- 8. How will my salary be paid?





## 1. Who can work in Switzerland?

If you have a type B, F or S permit, you can work anywhere in Switzerland and in all economic sectors from the age of eighteen. It is permitted to work beyond the legal retirement age (granting of old-age and survivors' insurance, AVS).

If you have a type B or F permit, the employer will have to fill out a form on the website : <https://www.easygov.swiss/easygov/#/fr/refugee>.

If you have a type S permit, the employer will need to apply for a work permit to the cantonal Population and Migration Office (OCPM).

If you have a type N permit, you can begin working in Switzerland three months after arriving. The employer will need to apply for a work permit to the OCPM.

For other permits, it is important to seek information from the OCPM:

<https://www.ge.ch/document/ocpm-formulaire-ps-autorisation-travail-titulaire-permis>

## 2. Is my French language level sufficient?

In order to find a job and integrate into life in Geneva, you need to ensure you are able to speak French at an acceptable level. **There are many associations in Geneva which offer language courses. Please note: the prices and details of these courses vary.**

## 3. What field can I work in?

In Geneva, the main sectors are real estate, insurance, hotels and catering, as well as healthcare, retail, construction and transport.

Centre de Bilan Genève will help you to identify the professions which you are interested in and are available in Geneva. You will be offered various courses and training to help you look for a job.

## 4. How do I prepare to look for work?

There is a professional integration scheme in Geneva. The collaboration between municipalities, the *Bureau de l'intégration des étrangers* (BIE) and the *Office pour l'orientation, la formation professionnelle et continue* will help to guide you.

You will also find some useful information on:

- The website of the Secretary of State for the Economy, for anything to do with looking for work.
- The website of the *Office cantonal de l'emploi* and [orientation.ch](http://orientation.ch) for tips on job hunting and employment interviews.
- The *Cité des Métiers* directory to get an idea of all professions which exist in Geneva.



## 5. How do I look for a job?

To give yourself the best chance when you are looking for a job, you should quickly target jobs which are in line with your skills and make numerous applications.

There are employment agencies which can help you find work more quickly. Job offers can also be found in newspapers or on the internet.

You can apply for work spontaneously even where a job offer has not been published. It is important to tell people around you that you are looking for a job, so that they think of you if they hear of any offers.

You can also find practical guides to help you look for a job, such as *“L’emploi à Genève, guide pratique pour les personnes migrantes”* (“Working in Geneva, practical guide for migrants”), *“Guide pratique pour les femmes migrantes en recherche d’emploi”* (“Practical guide for migrant women looking for work”) or the *“Ménage-emploi”* job exchange.

## 6. How do I apply for a job offer?

Certain documents are required when you apply for a job offer. Most employers will ask you for:

- a cover letter
- a Curriculum Vitae (CV)
- a copy of your diplomas and certificates
- a copy of your work certificates.

If your application matches the job, the employer will get back in touch to arrange an interview.

Make sure you give your correct telephone number and email address and check whether the employer has tried to contact you after your application.

## 7. Once I have been offered a job, do I need a written contract?

Yes, if you have found a job, you should ask for a written contract setting out the length of employment, how many hours you will work, salary and annual leave entitlement.

This contract will protect you in the event of a dispute with your employer.

## 8. How will my salary be paid?

Your salary will usually be paid into your bank account at the end of each month by the employer. If you are working through a temporary agency, you will be paid your salary at the beginning of the following month.



Note: When you are receiving help at the Hospice général, you should send a copy of your pay slip to your social worker.

Beware of the consequences of working without authorization, it is illegal! It could have negative consequences on your residence permit application. You will also have to repay any financial assistance you have received.