

# LOOKING FOR A JOB IN THE NETHERLANDS?

You can find vacancies on the EURES website: [www.eures.europa.eu](http://www.eures.europa.eu), and information on [www.werk.nl/eures](http://www.werk.nl/eures)

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## *A good CV for Dutch employers*

Each country, each company and each profession has its own do's & don'ts when it comes to CV. In Germany you need send to all relevant documents, including testimonials and titles of your thesis. In Sweden, however you CV should be short, one page. They like to know the references. And they like to read something about your personality in the letter. In Ireland you should not mention your date of birth nor should you give references. So keep an open mind and investigate before you send an email.

What's the Dutch way?

## **Before you start.**

Study the vacancy, use the company website, Google, Facebook and Linked –in to find as much information as you can about the vacancy, company and the people you are writing to.

## **Dutch employers Like:**

- Short CV's (two pages max).
- A clear lay-out that makes it pleasant to look at.
- A europass cv is good enough.
- It should be targeted and relevant. So give details. Use the keywords that you find in the advertisement.
- Use reverse factual chronological order.
- You can add a portfolio by adding a link to your personal website or facebook page.
- They like a photograph. But the quality of the picture is important. Make sure it shows who you are and what your profession is. The Dutch don't like pictures from the passport or drivers licence.

## **Length**

Two pages max. But in some professions more is needed. In ICT it is custom to create CV's of 5 pages or more. Our advise is to write a short CV and create a appendix with all the detailed information if custom in your profession.

## **Personal information**

Mention your date of birth. (but you are allowed to leave is out.)



Mention your gender if you don't use a picture.  
Don't forget to mention your nationality.

Skype, face-book and linked-in are used in the Netherlands. Linked-in is more professional. You can put your Linked-in, Skype or Facebook link in your CV if you like.  
Skype is used for interview.

## **Introduction**

Start your CV with an introduction. This is a personal profile telling who you are, what you are looking for and what you are proud of. In four lines. It's like an elevator pitch and will help the reader to interpret the CV.

## **Education**

The CV should be written in reverse factual chronological order.  
Start with the most relevant information. This can be your education or your experience.  
Make sure that you know what you are talking about when you translate a diploma. Look here for your diploma abroad: <http://www.enic-naric.net> .

Ad diplomas and testimonials only when asked.

## **Experience & skills**

Listing all work experience is necessary, but give more space to the most relevant information. Employers are interested in your work experience in the past 5 years, the older experience should be just listed.  
Don't forget to mention skills and experience that you obtained in other situations than work.  
Dutch employers are not interested in the type of contract you had previously and the reason for dismissal.  
Don't forget to add a list of your most important skills or competences. It should be short with the most important keywords.  
Be sure that you mention real situations where you showed the competences and skills in the interview.

## **Hobbies and extra curricular activities.**

Give details. Not just: sports, reading and cooking. But: reading historical novels, outdoor swimming and cooking Italian for friends.  
Only mention recent activities. Nobody is interested in what you did 10 years ago.

## **The Cover letter or mail.**

The cover letter or mail should not be longer than one page or screen.  
They like to read why you chose for their company and why you think that you are the answer to their vacancy. Be specific. Don't use sentences like: "I like your company" and "I am a good employee" or "I like to work in the Netherlands because I can not find a job in my own country."

Dutch employers don't like handwritten letters or CV's.

Dutch employers often use Google, Facebook and Linked in to find information about the candidates.  
Google yourself to find out more about yourself.

If you don't know how to make a CV look here: [www.europass.nl](http://www.europass.nl) , <http://career-advice.monster.co.uk/> or here: <http://www.cvtips.com/resumes-and-cvs/cv-example.html>

# About Employment agencies

## Employment agencies

Employment agencies play an important role on the Dutch labour market. About 800.000 persons work through an employment agency.

## Employment agencies

Employment agencies are commercial organizations that employ activities like: recruiting, pay rolling and employment of temporary staff.

The Dutch law expects the agency to behave like a normal employer. The agency pay's your salary, the taxes, makes sure you are insured, pays benefit if you are ill and should look after safety.

The type of contracts differs. However there is one thing to keep in mind: after 3 contracts in a row or 36 month continued working for the same agency the employee is expected to have a contract for unlimited time with this agency. This should offer some protection to the employee, but employers often discontinue the relation after 3 contracts. In some instances people are offered a new contract after 3 months.

## Reliability

Most of the agencies are reliable partners and offer their employees fair contracts and opportunities.

However it is difficult to distinguish between reliable and less reliable partners.

Most agencies are united in either the ABU or the NBBU. Employment agencies are not required to be a member. Both organizations have their own collective agreement (CAO). There are therefore differences in legal status. But the members are supposed to keep to the collective agreement.

On their websites you can check the list of members.

## ABU

The site offers general information in English and Polish: <http://www.abu.nl/engels/abu>

Check membership: <http://www.abu.nl/website/onze-leden/zoekresultaat>

## NBBU

General information. Only available in Dutch. <https://www.nbbu.nl/>

Check membership: <https://www.nbbu.nl/ledenlijst/overzicht?s=>

## SNA

Many technical temp agencies have a NEN certification issued by SNA: <http://www.normeringarbeid.nl/>

Check membership here: <http://www.normeringarbeid.nl/ASP.NET/zoekGecertificeerden.aspx>

Foreign companies can also apply for a certification.

## Foreign companies

Foreign companies, with employees working in the Netherlands, have to obey the Dutch law and pay employees according to the law or the collective agreement.

## Problems ?

Most of the problems that arise between employees and agencies come from misunderstanding. The Dutch laws are strict but complicated. If you have doubts about your treatment ask for the manager to explain the situation.

One can also call the SNCU. This is a neutral organization that offer information and help on issues on collective agreement. The site is (again in Dutch) <http://www.sncu.nl/>

If you expect your temp agency to be fraudulent, report it online to the government:

<http://www.inspectieszw.nl/actueel/campagnes/meldpuntmalafideuitzendbureaus.aspx> . The site is in

Dutch but there are forms in many languages.

## Links with Europe

Vacancies, Eures advisers and lots of information.: <http://ec.europa.eu/eures/>

Euraxess : <http://ec.europa.eu/euraxess/>  
Work for the EU: <http://werkenbijdeeu.nl/> / <http://europa.eu/epso/>  
Your diploma abroad: <http://www.enic-naric.net>  
Resume: [www.europass.nl](http://www.europass.nl)

Information about the living, working, taxation, healthcare etc.: [www.europa.eu/youreurope/](http://www.europa.eu/youreurope/)  
Social security in the Netherlands: [www.government.nl/international](http://www.government.nl/international)

Your first EURES Job: <http://ec.europa.eu/social/main.jsp?catId=993&langId=en>  
Solvit handles problems with a cross-border element that are due to bad application of EU law by public authorities within the EU member states <http://ec.europa.eu/solvit>  
European Trade Union Confederation, ETUC, <http://www.etuc.org/>

## *Search engines*

### **Language**

For all vacancies knowledge of English is required.

If you don't speak English: Don't write.

If the vacancy is in English, the employer expects applications from abroad.

Look for a simple but effective keyword. A keyword is in Dutch "Trefwoord" or "welke baan zoekt u".

A good keyword is "engineer."

[www.askjim.nl](http://www.askjim.nl)

[www.jooble.org](http://www.jooble.org)

[www.vacatures.renego.nl](http://www.vacatures.renego.nl)

[www.netherlandsjobs77.com/worldwide](http://www.netherlandsjobs77.com/worldwide)

[www.multilingualvacancies.com](http://www.multilingualvacancies.com)

[www.toplanguagejobs.nl](http://www.toplanguagejobs.nl)

[www.careerjet.com/](http://www.careerjet.com/)

<http://www.careersinholland.com/>

<http://www.greer.com/>

[www.eurojobsites.com/](http://www.eurojobsites.com/)

<http://ec.europa.eu/eures/>