

Living and Working in Slovakia



Central Office of Labour, Social Affairs and Family



European
Employment
Services

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SLOVAKIA

Basic data

Official name: Slovak Republic

Date of inception of the Republic: 1.1.1993

Form of statehood: Republic

Political system: Parliamentary democracy

Regional cities: Bratislava, Trnava, Nitra, Trenčín, Žilina, Banská Bystrica, Prešov, Košice

Official language: Slovak

Capital: Bratislava (population 428 672)

Neighbouring countries: Czech Republic, Republic of Poland, Ukraine, Republic of Hungary, Austria

Area: 49 035 km²

Population: 5 379 455

Density: 109/km²

Nationalities: Slovak (85.8 %), Hungarian (9.7 %), Romany (1.7 %), Czech (0.8 %), Ruthenian, Ukrainian, Russian, German, Polish and others (2 %)

Currency: Slovak crown (koruna), 1 SKK = 100 hellers (halier)

Membership of international organizations: EU, NATO, OSN UNESCO, OECD, OBSE, CERN, WHO, INTERPOL, etc.



Working in Slovakia

Who can work in Slovakia?

Free movement of workers in the EU/EEC member states is one of the fundamental rights, enabling nationals of a EU/EEC member state to work in another EU/EEC member state under the same conditions as the citizens of that member state.

By its accession to the EU Slovakia did not introduce restrictions of access to its labour market of any other member of the European Union.

Since 1.5.2004, employment of EU citizens on the SR territory is carried out in accordance with the applicable provisions of Communitarian law. Council Regulation (EEC) No. 1612/68 on freedom of movement of labour within the Community, as amended by later regulations, guaranteed the freedom of movement of EU citizens and their relatives.

Registration procedures

Citizens of EU/EEC member states are entitled to have their permanent residences on the territory of the Slovak Republic. When they wish to permanently reside on the SR territory, they are obliged to register as permanent residents, present a valid travel document and a document confirming accommodation. Similarly, the relatives of citizens of EU/EEC member states are also entitled to have their permanent residences on the SR territory.

The SR police authority issues to the EU/EEC citizen permanently residing in the SR a document in proof of such residence in the form of an identification card with a photograph of the bearer. Validity of the issued permanent residence document is five years. Upon expiry and by request, the police authority issues a new permanent residence card, the validity of which is ten years.



Finding a job in Slovakia

Transitional measures

Since 1.5.2004 Slovakia is a member state of the European Union, which did not apply any transitional measures toward other member states in the field of free movement of the labour force. This means that a citizen of a EU/EEC member state has the same rights and obligations on the SR territory as citizens of Slovakia, with the exception that the employment of such a citizen is subject to notification by the employer, by means of an informational card, of the Office of labour, social affairs and family at the location of performance of work.

Employing The employer may:

- Recruit employees in the required numbers and structure by own selection, or assisted by the Offices of labour, social affairs and family, personnel selection agencies, temporary and supported employment agencies, and/or by paid mediators of work;
- Define special conditions in the job offer that should be fulfilled by the potential employee, e.g. language skills, experience, special skills or practice, for example - computer literacy, driving licence, welder's certificate, tests authorizing to carry out specific occupations (designers, experts), etc.;
- Must not** publish job offers specifying limitations or discriminative conditions by race, colour of skin, language, gender, social origin, age, religion, political or other opinion, trade union activities, membership of a nationality or ethnic group, or any other status.

The employee may:

- Apply for a job;
- By own initiative;
- By responding to the offer published within the vacant jobs system available at the Offices of labour, social affairs and family;
- By responding to the offer published by the employer or by an agency through the mass media, Internet, etc.

Useful websites:

www.eures.sk, www.upsvar.sk, www.employment.gov.sk,
www.profesia.sk, www.trhprace.sk, www.kariera.zoznam.sk,
www.mojapraca.sk, www.grafton.sk, www.globium.sk



Services of the EURES network in Slovakia

Clients may, since 1 May 2004, make use of the EURES network services also in Slovakia; an EURES advisor and/or assistant is available at each Office of labour, social affairs and family – www.eures.sk

Language skills

Slovak language skills are generally required in Slovakia, although a different language may be acceptable in special cases, e.g. of foreign employers, lecturers at schools, language teachers, etc. English or German are the most-used foreign languages, but Hungarian and Polish are routinely spoken in border areas, and the Czech language is very close to Slovak.

Applying for a job



Letters of application

An application is usually submitted in the form of a letter, to which a structured curriculum vitae must be attached, along with copies of any documents specifically required by the employer, e.g. of education, training, special courses and/or skills and knowledge. Some advertised offers require the submission of a motivation letter and a photograph.

The application must comprise the following particulars:

- ☐ Address of the sender
- ☐ Address of the recipient (employer, agency, etc.)
- ☐ Date and place of writing the application
- ☐ Purpose of the application
- ☐ Addressing the recipient
- ☐ Text, including the source of your information about the vacancy, data of professional career, qualification and skills of importance regarding the job concerned, cause of submission of the application, acceptable date of commencing work and a request for invitation to an interview
- ☐ Greeting
- ☐ Signature
- ☐ List of enclosures

The curriculum vitae

The structured curriculum vitae is used in all cases, comprising personal data, information about education, professional experience, language and other skills, as well as about personal interests of the applicant. The CV must show the location and date, along with the autographed signature of the applicant.

The curriculum vitae should be clear and cogent, provide complete (in contents, form and style) information about experience and skills. Untrue information should always be avoided. A holographic CV should only be provided when specifically requested by the employer.

Useful webpages, including examples of structured CV:
www.eures.sk, www.profesia.sk, www.cedefop.com

Motivation letter

The motivation letter is a document accompanying the CV with the purpose to motivate the employer toward inviting you for a personal interview. In his motivation letter the applicant responds to a specific job offer or advertisement. The letter must clearly show

that the applicant understood the offer, the nature of the position and the employer's requirements. The applicant should respond to all aspects of the advertisement, thereby providing a kind of feedback to the employer. The motivation letter should make clear why the applicant is interested in the job and why he/she considers himself/herself to be an interesting candidate for the employer, specifying those qualifications and experience that predestined him/her for the job.

The employment contract

Employment is established in the form of a written contract of employment concluded between the employer and the employee.

The employer uses the contract of employment to agree with the employee on the following main characteristics of the job:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Type of work to be performed, including its brief characteristics, |
| <input type="checkbox"/> | Location of the performance, |
| <input type="checkbox"/> | Date of first reporting for work, |
| <input type="checkbox"/> | Wage conditions, unless given in the collective agreement. |

Additional conditions, e.g. paydays, working hours, duration of paid vacation and of the period of notice should also be included in the contract by the employer.

Once concluded, the contents of the contract of employment may be changed only in mutual agreement of the employer and the employee. Any change of the contract must be made out in writing by the employer.

Commencement of work, taxation and insurance contributions

Taxes

Taxation in Slovakia is at a 19 % uniform rate. The following taxes represent the tax system in the Slovak Republic: Income tax is the most important (national) direct tax, uniformly levied on individuals and legal persons regardless of the level of their income.

Interest on savings and income from rent is also taxable in Slovakia. Real estate transfer tax, gift tax and inheritance tax were abolished in Slovakia.

Indirect taxes are levied upon nearly all goods and services in the form of the value added tax, which is collected in Slovakia at the uniform 19 % rate.

Employers may elaborate the annual accounting for taxes on behalf of their employees.

Tax returns must be submitted each year to the tax administrator.

Useful websites: www.finance.gov.sk, www.drsr.sk

Social security

All persons wishing to live or work in the SR must participate in the social security (social insurance) system by paying the following contributions:

| | |
|-------|---|
| _____ | Pension contributions (pension insurance), payable to the Social Insurance Institution, |
| _____ | Sickness insurance contributions, also payable to the Social Insurance Institution, |
| _____ | Health insurance contributions, payable to the health insurance company of choice, |
| _____ | Unemployment insurance contributions, payable to the District Labour Office at the place of performance of the employment or self-employment. |

Additional information:
www.employment.gov.sk, www.upsvar.sk, www.socpoist.sk

Transferring your social security entitlements

E-forms

The E-forms are designed to provide for fast and efficient international communication between various social security institutions. They contain all information required to determine and confirm the right to the relevant benefits. The applicable forms should be collected from the competent authorities before leaving the country.

The main forms are as follows:

E-100 (101-128 B) – Confirmation of summarized durations of insurance, employment, residence, claims to sickness insurance benefits in kind, benefits during work incapacity, etc.;
E-200 (201-215) – Benefits in case of disability, old age and death;
E-300 (301-303/5) – Unemployment benefits;
E-400 (401-413 F) – Family benefits;

Sickness benefits

Employees and self-employed persons subject to the obligatory sickness insurance, who were recognized temporarily incapable of work due to a sickness or an accident, may claim sickness insurance benefits.

The claim arises to the employee from the 11th day of the temporary incapacity; during the first ten days the employer provides substitute income, payable at temporary incapacity of the employee.

Unemployment

Claim to unemployment benefits will arise to the person who had been covered by unemployment insurance for at least 3 years during the last 4 years before being entered in the register of unemployed persons seeking an employment.

The insured person meeting the conditions of the claim to unemployment benefits may claim the benefit from the date of his/her entry in the register of the unemployed..
Unemployment benefits are payable for 6 months.

The claim to unemployment benefits expires:

| | |
|-------|--|
| _____ | On the date of deletion from the register of applicants for employment |
| _____ | By lapse of the support period (6 months) |
| _____ | On the date of granting old-age pension benefits |
| _____ | On the date of death of the insured individual. |

New claim to unemployment benefits will arise to the insured person only after lapse of at least 3 years from the date of expiry of the preceding claim to such benefits.

Child benefit

The child benefit is a state social benefit by which the state contributes to the upbringing and support of the dependent child of the qualified person. The qualified person may claim the benefit by submitting a written application to the Office of labour, social affairs and family at the place of his/her permanent or temporary residence.

A dependent child is a child at compulsory education age, but also an older child up to the maximum age of 25 years, providing he/she studies or is unable to study or work due to an illness or injury.

Pensions

The Slovak system of pensions is based on three pillars:

Presently, all economically active age citizens, including their employers participate in the 1st pillar by paying compulsory dues to the Social Insurance from all wages. The funds collected by the Institution are immediately redistributed among the present recipients of old-age pension, disability pension and death benefits. The 2nd pillar may be voluntarily joined by all economically active age citizens, whose part of dues hitherto paid to the Social Insurance Institution would be transferred to their personal pension accounts. Those citizens who, before 1 January 2005 had never been insured in the Social Insurance Institution will obligatorily join the 2nd pillar. As opposed to the first two pillars, the 3rd pillar is fully voluntary. Participants may set aside a part of their wages for the purpose at their own discretion.

Retirement age in Slovakia is 62 years for men and women alike.

Life in Slovakia

Accommodation

Purchase

Purchasing a house or an apartment in Slovakia is very expensive to SR citizens. Real estate value is frequently derived from the price per square meter. However, the person temporarily lacking cash and meeting certain conditions may apply for a loan, either to purchase a flat or a house or to build a house to be owned by him. There is daily information in the newspapers about flats and houses for sale. Also, there are real estate agencies in all cities and major villages, prepared to sell houses or apartments. They charge a commission directly at the place of sale to the buyer.

Rent

Additionally to the purchase of a flat or house, one may rent an apartment or a house. The rent of a complete house is not a very frequent deal; renting a flat is much more practiced. The options of rent are relatively favourable; flats are available for rent in any of the



SR cities. Information about rental possibilities is readily accessible in small-ads in newspapers or in the Internet, or else in realtors' offices, represented in all cities. Financially, however, this method of housing is relatively costly. The prices of rent are highest in the SR capital Bratislava, while smaller cities have more acceptable prices, although the range of offers is much lower than in the capital.

Additional information:

www.alfareality.sk, www.reality.zoznam.sk



The education system

The Slovak Republic has an open and dynamic education system, based on the system of primary and secondary schools and universities. There is a 10-year compulsory education, lasting until the end of the school-year of the student completing his/her 16th year of age at latest.

Primary schools have nine-year courses, secondary schools two to four. Four-year studies terminate with the final exams; graduation is one of the preconditions of being accepted for university studies. Citizens are entitled to free education at primary and secondary schools, as well as at the universities; tuition at other than state (i.e. non-state) schools may be offered for payment, the sum of which is determined by the founders of such schools.

Useful websites: www.skoly-info.sk, www.education.sk



Transport

The whole field of transport in Slovakia underlies to the SR Ministry of Transport, Posts and Telecommunications. The Slovak Republic has a well-developed national and international rail and bus transport system. There are international airports in Bratislava and in Košice.

Road traffic in Slovakia is on the right side of the road. Highest allowed speed in settlements is 60 km/h, 90 km/h on free roads, and 130 km/h on the motorways and expressways. Driving on motorways requires motorway tax disks, which may be bought at petrol stations or at the border crossings.

Websites:

www.cp.sk, www.mapyoscar.sk, www.slovakia.org,
www.slovensko.com



Shopping

Shopping is available at private retail outlets open for business from 8.00 to 18.00 hours; supermarkets and hypermarkets are open from 6.00 to 21.00 hours, or even non-stop (certain hypermarkets). Original Slovak products may be purchased in the ART – shops and in Dielo and ÚLUV sales outlets.



Cultural and social life

Additional information about cultural and social life in Slovakia is available on the following webpages:

www.culture.gov.sk – SR Ministry of Culture
www.kultura.sk – Cultural events in Slovakia
www.kino.sk – Programme of cinemas in Slovakia
www.theatre.sk – Programme of theatres in Slovakia
www.propeler.sk – Programme of cultural events in Bratislava
www.bratislava.sk – Cultural Summer in Bratislava



The most important phone numbers in Slovakia

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|------|--|
| 158 | Police |
| 150 | Fire brigade |
| 155 | Ambulance |
| 112 | SOS emergency call |
| 1181 | Information on phone numbers in Slovakia |



Useful addresses/websites

www.eures.sk

- EURES in Slovakia

www.slovensko.com

- Your guide to Slovakia

www.telecom.gov.sk

- SR Ministry of Transport, Posts
and Telecommunications

www.finance.gov.sk

- SR Ministry of Finance

www.economy.gov.sk

- SR Ministry of Economy

www.culture.gov.sk

- SR Ministry of Culture

www.employment.gov.sk

- SR Ministry of Labour, Social
Affairs and Family

www.upsvar.sk

- SR Centre of Labour, Social
Affairs and Family

www.justice.gov.sk

- SR Ministry of Justice

www.minv.sk

- SR Ministry of Interior Affairs

www.education.gov.sk

- SR Ministry of Education

www.foreign.gov.sk

- SR Ministry of Foreign Affairs

www.health.gov.sk

- SR Ministry of Public Health

www.lifeenv.gov.sk

- SR Ministry of Environment