

## Bring enough money

Make sure that you have enough money for:

- rent and rent deposits
- living expenses
- travelling home
- unplanned or unexpected circumstances.

Bring enough money to support yourself until you find a job – at least enough to live on for one month.

Please note, you may qualify to receive a relocation grant under EURES Targeted Mobility Scheme (TMS). Visit [www.eures.europa.eu](http://www.eures.europa.eu) for more information or contact your local EURES Adviser.

## Checklist

Before leaving the country, please make sure that you have the following.

- ✓ **a valid passport or valid national ID card**
- ✓ **Accommodation in the area to which you will be moving**
- ✓ **A copy of your contract of employment**

Please also make sure that you understand the terms and conditions of your contract of employment.

- ✓ **Funds**  
Contact your bank to tell them that

you are moving abroad and you will be using your bank cards in another country.

### ✓ Health cover

Make sure you have:

- a European Health Insurance Card
- emergency medical expenses cover or
- private health insurance.



## Get plenty of information

Remember: the more information you have on the country you are planning to move to, the easier it will be to settle there.

If you need more advice or information on moving to another country, visit:

- [www.eures.europa.eu](http://www.eures.europa.eu)

On this website you will also find details of your local EURES Adviser.

## Useful links

Working in Europe	
<b>EURES:</b> European job mobility portal; information on jobs in EU/EEA countries.	<a href="http://www.eures.europa.eu">www.eures.europa.eu</a>
<b>European Personnel Selection Office:</b> careers with EU Institutions.	<a href="https://epso.europa.eu/en">https://epso.europa.eu/en</a>
<b>Department of Foreign Affairs:</b> information on diplomatic embassies accredited to Ireland; details for Irish embassies and offices abroad; travel advice.	<a href="http://www.dfa.ie">www.dfa.ie</a>
<b>Migrant Project:</b> Information on work outside of the EU/EEA	<a href="http://www.migrantproject.ie">www.migrantproject.ie</a>
<b>ENIC-NARIC:</b> Information about the recognition of foreign qualifications.	<a href="http://www.enic-naric.net">www.enic-naric.net</a>
<b>Citizens Information:</b> includes information on working in Europe; European Forms (U1/ U2).	<a href="http://www.citizensinformation.ie">www.citizensinformation.ie</a>
Internships and work experience abroad	
<b>Eurodesk:</b> Information on opportunities like travelling, working, studying and volunteering in Europe.	<a href="http://www.eurodesk.ie">www.eurodesk.ie</a>
<b>Léargas Ireland:</b> information on international and national exchange and cooperation programmes.	<a href="http://www.leargas.ie">www.leargas.ie</a>
<b>IAESTE:</b> the International Association for the Exchange of Students for Technical Experience.	<a href="http://www.iaeste.org">www.iaeste.org</a>
<b>AIESEC:</b> international internships and volunteer opportunities; leadership development opportunities.	<a href="http://www.aiesec.org">www.aiesec.org</a>
<b>EURES: information and jobs for graduates.</b>	<a href="https://ec.europa.eu/eures/portal/org/links/home?lang=en">https://ec.europa.eu/eures/portal/org/links/home?lang=en</a>

EURES Ireland: European Employment Services

For more information visit:

[www.euresireland.ie](http://www.euresireland.ie)

or email: [eures@welfare.ie](mailto:eures@welfare.ie)

# Looking for a job abroad?

## How to make the right move

### Your practical guide to relocating abroad

This brochure gives you information that will help if you want to search for employment in Europe. It sets out the steps that you should take before you travel.

It also provides useful information and addresses where you can get more help when preparing for your move.



## Looking for a job in Europe

You can search for a wide range of job vacancies across all EU and EEA countries on the EURES job portal:

- [www.eures.europa.eu](http://www.eures.europa.eu)

Where appropriate, you can get in touch with the contact person (employer):

- directly, or
- through the Public Employment Services Office listed in each vacancy.

Contact one of the European EURES Advisers who will give you more detailed advice on:

- job opportunities
- searching for a job in their country.

The adviser may also recommend you to potential employers.

In addition, you can contact your local Intreo office to speak with an Irish EURES Adviser for more general information and to get guidance on which country would be the best choice for relocating.

You can also search for overseas vacancies on [www.jobsireland.ie](http://www.jobsireland.ie)

### Contact details for EURES Advisers

You can find contact details for Irish and European EURES Advisers on the EURES portal: [www.eures.europa.eu](http://www.eures.europa.eu)

### Outside the EU/EEA

If you are looking for a job outside of



the EU/EEA, contact the embassy of that country.

Embassies can give you information on job searching and the living and working conditions of their countries. Please note, you may need a work permit or visa if you wish to work outside of the EU.

### Agencies cannot charge you a fee

It is illegal within the European Union for an employment or recruitment agency to request a fee from a jobseeker in return for providing a placement or guidance service.

## Looking for an internship / work experience abroad

International internships may be a good way of getting to know a foreign country. They can also be a way to set up contacts who can help you get a permanent job.

You can ask about international internships at the place where you study. You can contact various student and international organisations, for example, IAESTE or Léargas.

See other useful links on the back page of this brochure for more information on traineeship or apprenticeship placements in Europe.

## Be prepared before you go

### ✓ Do as much preparation as possible before you go

- Check the EURES website for living and working conditions in the country of your destination.
- Get the name and address of the EURES Adviser in the region of your country of destination.
- Contact your local EURES Adviser before you leave Ireland.
- You can find contact details for Irish and European EURES Advisers on the EURES portal: [www.eures.europa.eu](http://www.eures.europa.eu)

### ✓ Make sure you have relevant basic language skills

A lack of language skills can be the single biggest barrier to securing employment in another country. You should make sure that you have the basic language skills of the country you are going to before you go.

Consider countries where English is a common language (although not the first official language), for example, Cyprus, Malta, Belgium, Norway, Sweden, Finland or the Netherlands. In these countries it may be possible to get a job with a minimal knowledge of the national language.

### ✓ Check the CV format you need

CV format may differ from country to country. Make sure that your CV will be well received by a foreign employer. You can find relevant information:

- in the Living and Working section of the EURES portal
- by contacting a relevant EURES Adviser.

### ✓ Try to secure a job before you go

If possible, try to secure a job in your chosen country before you go. Under EURES Targeted Mobility Schemes, you can apply for a grant to cover the costs of an interview trip, or of moving abroad for a new job, or for both. For more information visit:

- [www.eures.europa.eu](http://www.eures.europa.eu)

## Bring relevant documents

### ✓ Identification

Make sure that you have the correct documents:

- valid passport
- birth certificate.

### ✓ Bring evidence of your qualifications:

This includes:

- degrees
- trades qualifications
- diplomas
- driving licence.

### ✓ Bring an up-to-date CV

Make sure your CV is in the language of the country of destination. Where possible, bring copies of employment references from previous employers.

### ✓ EHC health insurance card

Bring your European Health Insurance Card; apply online on [www.ehic.ie](http://www.ehic.ie) It allows you to access healthcare services when travelling to other EU/EEA Countries. Invest in travel and medical insurance.

### ✓ European forms

Bring the necessary European forms. Contact your local Intreo office at least one month before leaving the country.

**E104 and U1 Forms:** These forms provide details of your Irish social insurance record and you will need them when claiming sickness,

maternity or unemployment benefits abroad.

**U2 Form:** You will need this form if you want to transfer your Jobseeker's Benefit to another country.

You may transfer Jobseeker's Benefit to another EU/EEA member state for up to 13 weeks (78 days) if you are looking for work there.

## Check before you move

- ✓ Can you use your driving licence there?
- ✓ Will you need a Garda Clearance Certificate?
- ✓ Do you need to translate your education and qualification documents?
- ✓ Do you need recognition of your qualification?

Contact Quality and Qualifications Ireland ([www.qqi.ie](http://www.qqi.ie)) for more information about your qualifications.

Please note, you may be able to get funding to help have your qualifications recognised under the EURES Targeted Mobility Scheme.

