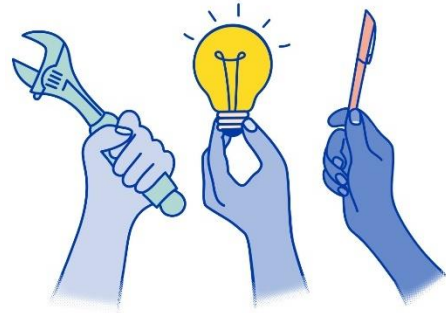

Starting work

Instructions for clients of reception centres



1. Right to work

Make sure that you have the right to work in Finland. You can verify this from the decision on your residence permit or residence card or, if necessary, ask the reception centre for help with resolving the matter.

- If you have applied for temporary protection, your right to work begins on the day when you submitted the application.
- If you have sought asylum, your right to work begins three months after you submitted the application if you presented a valid passport or other travel document verified as genuine to an authority. If you have not presented a passport or other travel document, your right to work begins six months after you submitted the application.

2. Employment contract

Make a written employment contract with the employer. The employment contract must comply with Finnish laws and follow the collective agreement in the sector. The employment contract must include the start and end date of employment or an entry showing that the contract is valid until further notice. The contract must also indicate the number of working hours per week/month, the hourly wages or monthly salary for the work, and information about the employer, such as the name of the company or employer. If necessary, the reception centre can help you check the employment contract.

You must deliver the employment contract to the reception centre if you are in accommodation arranged by the reception centre, apply for reception allowance, or you want to be paid to a prepaid card issued by the reception centre.

The Finnish Immigration Centre does not need the employment contract or a notification that work has begun for making a decision on the asylum application or on temporary protection.

3. Payment of salary and wages

Your pay can be paid to a prepaid card issued by the reception centre or to a Finnish bank account. If your wages are paid to a prepaid card, you must deliver your employment contract, the employer's business ID and the account number from which the employer pays the wages to the reception centre. Once the reception centre has received this information, it will give you instructions that you must deliver to your employer. Payments to a prepaid card require that the employer can make payments to a foreign account.

The employer will decide whether it pays the wages to an account that is not a Finnish account. You can open a Finnish bank account if you have a valid passport or identity certificate from your own country. The bank may also require other information, such as a personal identity code or residence card. You are personally responsible for the expenses of the bank services.

4. Tax card

Once you have obtained a job, you need a tax card. You should acquire a tax card even before you start working. You can start working without a tax card, but the employer needs the tax card upon the payment of your wages at the latest. The employer withholds tax from your pay on the basis of the tax card.

You can obtain a tax card from the tax office. If necessary, the reception centre will help you find a tax office and use its services. Further information about tax matters is available from the customer service number 029 497 050 and on the website vero.fi.

5. Effect on reception allowance

Pay received from work affects the reception allowance. Reception allowance is intended for persons who have no income or savings. If you have a low income and are unable to support yourself or your family with it, you can apply for reception allowance. If you apply for reception allowance, you must declare all your income and the funds at your disposal in your application. You should also state if you start working only after you have applied for reception allowance. Submit a payslip or bank statement that shows the amount of pay as an enclosure with your application.

Based on your application, the social counsellor at the reception centre makes a calculation evaluating whether you or your family have a right to reception allowance. If the father or the mother of the family begins to work, this affects the whole family's reception allowance.

If your work ends and you apply for reception allowance after this, you must deliver to the reception centre a document signed by the employer that indicates the end date of the work. Your pay can affect the payment of the reception allowance for two months after the end of the work.

If you need detailed information about the effect of your pay on the reception allowance, contact the social counsellor at your reception centre.

6. Accommodation

You can stay and live at the reception centre even if you go to work. If you have regular income, the reception centre may charge you a fee for living at the reception centre. You must provide the reception centre with the necessary information (employment contract, payslip or bank statement), so the centre can evaluate whether you must pay a charge for your accommodation.

You can also live in accommodation you yourself or your employer has arranged. Always remember to report your new address to the reception centre if you move! Note that the reception centre does not support your accommodation financially (such as rent, electricity, water). If you arrange accommodation yourself, find out at least the following matters:

- Do you have to pay rent for your accommodation?
- Will your family move with you?

7. Obligation for work and study activities

If you work full time, you do not have to participate in work and study activities organised by the reception centre. Otherwise, those living at a reception centre are obligated to participate in work and study activities organised by the reception centre.

If your work is part time and the work and study activities are organised outside your shift at work, you are obligated to participate in the activities. Notify the reception centre if you are unable to participate in work and study activities due to your shift at work.

8. Day care for children

If you work full time, you can apply for a place in day care for your child from the municipality. The reception centre will help you apply for a place in day care if necessary. The reception centre does not provide day care.