

Procedure

The employer reports the vacancy to the regional Labour Office and indicates that the vacancy can be included in the register of vacancies available to holders of Employee Cards and Blue Cards (this rule does not apply to employers with direct access to the labour market in terms of Section 98 of Act No. 435/2004 concerning employment).¹

The employer asks a Czech business association for a letter of recommendation (on the prescribed form). On receiving the recommendation, the employer submits to the Ministry of Industry and Trade an application for inclusion in the Project accompanied by the required supporting documents.

Following a review of the application

- if the employer meets the criteria, the Ministry of Industry and Trade immediately informs the Ministry of Foreign Affairs, Ministry of the Interior and the Ministry of Labour and Social Affairs that the employer is included in the Project and sends them the employer's contact details;
- if the employer does not meet the criteria, the Ministry of Industry and Trade sends the employer a written notification of refusal.

The Ministry of Foreign Affairs informs the competent Czech embassy or consulate that the employer is included in the Project.

An included employer who wants to hire an additional professional must send a new application to the Ministry of Industry and Trade. The Ministry of Industry and Trade will process the application in cooperation with the Ministry of Foreign Affairs, Ministry of the Interior and the

¹ In case the employer indicates that the vacancy can be included in the register of vacancies available to holders of Employee Cards and Blue Cards, the vacancy will be automatically included in the register upon the expiry of the period of 30 days from the date the vacancy was reported, unless the vacancy has been filled with a Czech jobseeker within this 30-day period.

Ministry of Labour and Social Affairs.

The Czech embassy or consulate informs the professional about the date of his/her consular appointment. The appointment will be scheduled for the office hours of the embassy or consulate.

During the appointment the professional submits his/her application for an Employee Card or Blue Card and the required supporting documents².

The embassy or consulate sends the professional's application to the Ministry of the Interior (Asylum and Migration Policy Department).

The Ministry of the Interior reviews the application. If the applicant meets the criteria, the Ministry of the Interior instructs the embassy or consulate to grant the applicant a long-stay visa for the purpose of collecting the card.

Within three days of arrival in the Czech Republic, the professional visits the Ministry of the Interior (Asylum and Migration Policy Department) to provide his/her biometric data.

The Ministry of the Interior (Asylum and Migration Policy Department) issues a certificate confirming that the professional meets the criteria for an Employee Card or Blue Card. On the basis of this certificate, the professional can start work.

The Ministry of the Interior (Asylum and Migration Policy Department) issues the Employee Card

² Section 42h of Act No. 326/1999 concerning the residence of aliens in the Czech Republic (Employee Card) and Section 42j concerning the residence of aliens in the Czech Republic (Blue Card).

or Blue Card.

APPLICATION FOR INCLUSION IN THE PILOT PROJECT “SPECIAL PROCEDURES FOR HIGHLY SKILLED PROFESSIONALS FROM UKRAINE”

Employer’s name/ business ID

Employer’s registered address

Professional’s name / date of birth / nationality / passport number / telephone number / address for service of documents

Specification of position, CZ-ISCO classification (incl. code)

Contact person, address for service of documents in the Czech Republic

Telephone/e-mail

Vacancy registration number / date of filing the vacancy report with the regional Labour Office

Anticipated place of submitting the application for an Employee Card or Blue Card³

Datum of employer’s inclusion in the Project⁴

³ In case you want to hire several professionals who will submit their applications at different places, state all places where their applications will be submitted.

⁴ Complete only if you are already included in the project; cross out if this is your first application.

(Place), (date).....

Supporting documents

1. Letter of recommendation for a Czech business association confirming that the employer is suitable for inclusion in the Project.
2. Notarized copy of the employer's record in the register of companies (not older than three months). The record will serve as an additional source of information on the employer (age of the company, line of business, etc.)
3. Certificate from the Tax Office (not older than three months) confirming that the employer has no tax arrears.
4. Certificate from the Czech Social Security Administration (not older than three months) confirming that the employer is not in arrears with social security contributions or with contributions payable under the national employment policy
5. Employer's affidavit stating that the employer is not in arrears with public health insurance contributions and with any penalties for non-payment of such contributions
6. Employer's affidavit stating that that the minimum guaranteed level of the wage paid to the professional (and to any additional professionals the employer may hire in the future) will be at least equal to the minimum wage level set for Blue Card holders, no matter whether the professional holds an Employee Card or a Blue Card. The affidavit must also confirm that the contract concluded with the professional (and with any additional

professionals the employer may hire in the future) will be for a full-time position and will be valid for at least one year.

7. Employer's affidavit stating that the professional has the qualifications necessary for the job and/or the required professional experience.

8. Employer's affidavit stating that the professional is of crucial importance to the employer's business in the Czech Republic.

Important: An employer who has attached the above supporting documents to its first application and has been included in the Project will not be required to attach these documents to any new application it may submit during the year. The only exception are documents concerning the personal status and qualifications of the professional who is to be hired (affidavits required in 7. and 8. above). The remaining documents must be presented only if the employer's situation has changed since the date of its last application for inclusion in the Project.