



Centre for Economic Development,
Transport and the Environment



Recruit in Europe –

Checklist for starting work in Finland



European Union
European Social Fund

Leverage from
the EU
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Instructions for EU/EEA immigrants and Finnish employers

Work

- An employment contract is made in writing, with two identical copies. There is a contract template in English on the industrial safety district website.
 - The employer can send the contract to the immigrant before his or her arrival in Finland, because it helps create certainty about the existence of the job. Central issues should be discussed in advance in writing, for example by e-mail, in order to ensure mutual understanding.
 - In Finland, central conditions of employment are always defined in separate collective labour agreements for different professional fields or in the Employment Contracts Act.
 - Finland has a high level of employee organisation; nearly all employees are members of a trade union or general unemployment fund, which provide support in case of unemployment.
 - In case of labour disputes and in occupational health and safety matters, employees are supported by the employee's representative, union legal advice or the industrial safety district.
- Practising some trades in Finland is subject to licence (recognition of degrees; Valvira and Finnish National Board of Education). This type of matters should be handled before the beginning of the employment relationship, since the recognition process often takes at least 3–4 months.
 - The employer should appoint the immigrant a workplace mentor and go through the main personnel issues of the workplace (employment contract, working hours, holidays, occupational health, etc.) and other rules with the help of a workplace-specific orientation list.
 - The employer should consider in advance the ramifications of a foreign employee joining the work community (work flow, considering language skills when organising work duties, inclusion in the group).

Housing

- The employer can help the employee acquire and furnish an apartment.
- Tenancy agreements are made in writing, with two identical copies. There are agreement templates in English available on the Internet or at rental agencies.

- In Finland, the rent security deposit is usually the equivalent of 1–3 months' rent. Usually, its payment is a condition for receiving keys to the dwelling.
- Things to consider when making a tenancy agreement include pets, smoking and the period of notice.
- The tenant will need an electricity contract and should also have home and personal property insurance as well as an Internet connection from a local service provider if needed. In Finland, the television licence is handled through taxation.

What to bring to Finland on your first trip?

- Passport
- European Health Insurance Card and/or another private travel insurance card
- Money/credit cards – there are many initial costs before the first payday
- Laptop computer, mobile phone, radio/CD player
- Clothes suitable for the season

- Towel, bed linen
- It is also possible to send luggage by post if the address in Finland is known.

Important documents:

- All certificates of employment and any translations
- All school certificates and any translations
- Marriage certificate, children's birth certificates and certificate of sole custody if appropriate with apostille certificates (in English, certified translations).

Where to request more information:

- Bringing a car to Finland for a long period of time – the Police, National Board of Customs and technical inspection station can give guidance
- Bringing pets to Finland – Evira or the Ministry of Agriculture and Forestry Decision can give guidance



First days in Finland:

- Signing the final employment contract, if not done in advance
- Registration at the police station (if staying for over 3 months)
- Registration at the local register office (which will also inform the postal service) and the creation of a Finnish personal identity code
- Applying for a tax card for the employer for the payment of wages
- Applying for a personal health insurance card, also known as Kela card (full membership of the Finnish health insurance system requires a long-term employment relationship).
- Possibly getting leisure-time insurance (employer insures the employee at the workplace)
- Getting a bank account (bank cards and online banking credentials for online payment)
- Signing a lease for an apartment (internet, electricity contract), residence note for estate management
- Getting a Finnish SIM card for mobile phone

Instruction in Finnish language

- Learning Finnish is important for adaptation to Finnish society – the language is learned at the workplace, but also in free time.
- The employer, adult education centres or Employment and Economic Development Offices (TE offices) can give more information about learning Finnish.

General information

- The general emergency number in Finland is 112
- The website of the municipality contains information about opportunities for hobbies and leisure activities as well as any multi-cultural or inclusive activities
- Good websites for learning more about Finland:
 - www.te-services.fi
 - www.infopankki.fi/tem.fi/perustietoa-suomesta
 - www.tyosuojelu.fi
- Communicating new contact information to relatives and friend in the home country.

