

# Working Conditions in Czechia

## Work and Study

As a full-time student, you have free access to the Czech labour market without the need for a separate employment permit. However, the purpose of your stay as specified on your long-term visa or residence permit has to correspond to your actual activities. In other words, if you came here to study, your workload cannot affect your studies.

## Types of Working Contracts

### Agreement to complete a job (DPP - Dohoda o provedení práce)

- ✓ The most common part-time working contract among students.
- ✓ If you earn less than 10 000 CZK, you will not pay for social and medical insurance. You do not need to pay taxes if you sign a special tax relief form (pink declaration). But if you earn more than 10 000 CZK per month, you should pay medical and social insurance and pay taxes monthly (the employer does and you receive less money). For this reason, some companies do not allow part-time employees to work over 10 000 CZK.
- ✓ You can't work more than 300 hours per year for one employer. However, there is no limitation on the amount of DPP contracts, i.e., you can work for multiple employers and have one DPP contract with each. If you do that, please note that you can only have one tax relief form signed. We recommend you sign it with the employer you earn the most money with.

### Agreement to perform work (DPČ - Dohoda o pracovní činnosti)

- ✓ This type of part-time employment means that you can work no more than half a full working week for one employer. For example, if the employer has a 40 hour working week, you can work only 20 hours.
- ✓ On the other hand, you do not have a limit of working hours for one employer, as it is in Agreement to complete a job.
- ✓ If you earn less than 4000 CZK per month, you do not need to pay any insurance or taxes. If more, you should pay them monthly (the employer does and you receive less money).

### Work contract (Pracovní smlouva)

- ✓ The working type could be different: full time job (in Czechia it is 40 hours per week) or part time job.
- ✓ The contract should include: working time, your salary and the date of payment, probationary period, number of sick days or vacation, rules of compensating overtime or business trips.
- ✓ This type of the document should be always printed and signed both by the employee and the employer. Ask for your copy and save it.
- ✓ **Always read and check the contract before signing!**

### Trade licence (Živnostenský list)

- ✓ This is an option for you if you want to be self-employed. All freelancers in Czechia have to be registered in the Trade License Registry to be able to legally invoice clients.
- ✓ If you want to start your own business in Czechia under the Trade Licensing Act, you must submit a trade registration or concession application to the Trade Licensing Office.
- ✓ More Information can be found on Licensed Trades Portal: [rzp.cz/portal/en](http://rzp.cz/portal/en).



## Where to Find a Job?

- **jobs.cz** - the biggest job portal in Czechia
- **uradprace.cz** - Employment Offices' database
- **eures.europa.eu** - European job mobility portal
- Various **expats websites** (e.g. [www.expats.cz](http://www.expats.cz)) and **Facebook groups** (e.g. Jobs in Prague and Czech Republic, Jobs for foreigners Prague, JOB offers in Prague and Czech Republic etc.) are another useful source.
- **Private employment agencies:** When looking for work in Czechia through an employment agency, it is important to make sure that the agency is holding a license to recruitment services. No fees may be charged for arranging employment.

*Many positions require active knowledge of the Czech language, which is often a key to successfully finding work.*

## Career Advisory at FSV UK and Charles University

### ✔ Career advisor at FSV UK

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appointments: [konzultace.fsv.cuni.cz](http://konzultace.fsv.cuni.cz) or by prior arrangement

Facebook group for our students and alumni:  
"FSV UK careers advisory and job offers"

### ✔ Career advisor for IES FSV UK students

Mgr. Eliška Krohová, [eliska.krohova@fsv.cuni.cz](mailto:eliska.krohova@fsv.cuni.cz)

### ✔ Charles University Career Centre also offers career counselling services and diagnostics of personality and career preconditions.

## After Graduation

- ✔ **Citizens of EU/EEA countries and Switzerland or their family members** do not need an employment permit, Employee Card or Blue Card to be employed on the territory of Czechia. These nationals have the same legal status as citizens of Czechia.
- ✔ **Third-nationals** who hold a long-term residence permit for the purpose of studies or scientific research and who completed a Czech University are able to apply for a **job seeking visa/start a business visa**. It is issued for a period of up to 9 months. *You have to submit the application no later than the last day of the validity of your residence permit for the purpose of studies. You cannot extend this type of visa for the same purpose.*

## Useful Links and Contacts

- Ministry of Labour and Social Affairs: [uradprace.cz/web/en/foreign-employment](http://uradprace.cz/web/en/foreign-employment)
- Integration Centre Prague: [icpraha.com/en](http://icpraha.com/en)
- Association for Integration and Migration: [migrace.com/en](http://migrace.com/en)
- Charles University Career Centre: [careercentre.cuni.cz](http://careercentre.cuni.cz)
- Study in Czechia: [studyin.cz](http://studyin.cz)
- Official Web Portal for foreigners, who are living or wish to live in Czechia: [frs.gov.cz](http://frs.gov.cz)
  
- **Mgr. Hana Křenková:** [akkrenkova.cz/expats](http://akkrenkova.cz/expats)  
If you need consultation with a lawyer in English about working conditions or starting your own business in Czechia, we recommend Mgr. Hana Křenková, first 30 minutes are for free.

