

PRACTICAL TIPS FOR FINDING A JOB IN FRANCE



Do you want to live and work in France? Pôle emploi is a national body of the French Public Employment Service and can help you with your job search.

REGISTRATION

You can register with Pôle emploi online at www.pole-emploi.fr. A friend, family member or association can help you do this. Computers are available for you to use in branches and our job counsellors can assist you.

If you are a national of the European Union (EU), European Economic Area (EEA), Switzerland, Monaco, Andorra or San Marino, you can access the labour market and register with your passport or identity card.

If you are a citizen of another country, you will need the residence permit issued to you by the Prefecture, allowing you to work. This permit must be valid.

Once you have registered online, you can make an appointment with a job counsellor.

You will be registered at the nearest branch to your address.



i ONCE REGISTERED, YOU CAN:

- access Pôle emploi services in branches and on the www.pole-emploi.fr website;
- receive support and advice to help you find a job;
- apply for certain types of financial assistance while you are looking for a job.

i ONCE REGISTERED, YOU WILL BE REQUIRED TO:

- notify us each month of whether you are still looking for a job ("sign on");
- inform Pôle emploi of any changes in your circumstances (e.g. if you are on sick leave or have moved house, etc.);
- reply to Pôle emploi appointment notifications;
- take measures to find a job and accept offers that match your career plan.

APPOINTMENTS WITH YOUR ADVISER

Your personal adviser will support you in your efforts to find a job.

Depending on your needs, your adviser will help you to define, prepare and implement your career plan.

To do this, they will provide you with information about the labour market, jobs and qualifications.

During your interviews, you will decide together what action to take to achieve your goals.

If you have signed an integration contract (contrat d'intégration républicaine) with the French Office for Immigration and Integration (Office Français de l'Immigration et de l'Intégration), you should discuss this with your adviser.



i CONTACT METHODS :

- Face-to-face interviews held at your local branch and via videoconference.
- Email contact, with a response guaranteed within 72 hours.
- Contact by telephone as required.

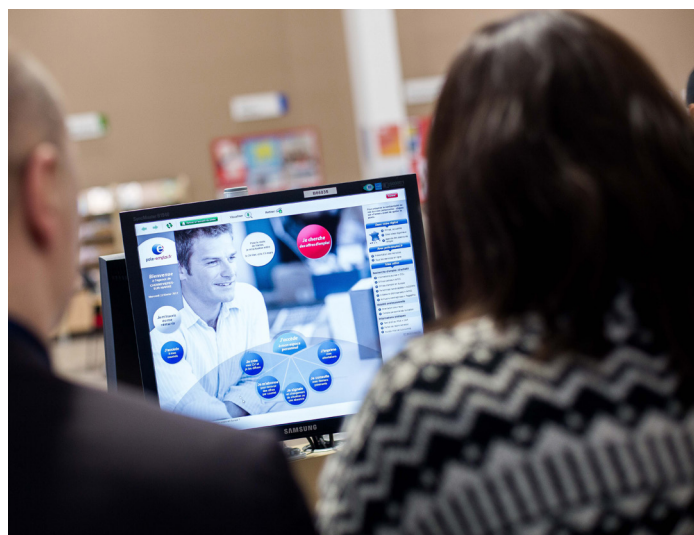
AVAILABLE SERVICES

Your personal adviser will be able to provide you with advice on the services that best suit your needs and proficiency in French.

Services are provided either in branches or by our partners. Some are available online at the www.pole-emploi.fr or Emploi Store www.emploi-store.fr

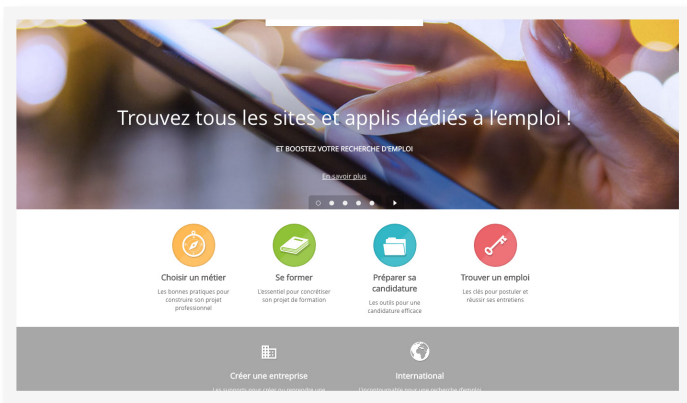
Your adviser may suggest:

- online services to help you learn about the **labour market**, get information on jobs and find out about growth industries in your local area;
- services to help you with your **career planning**;



i IMPORTANT INFORMATION :

- You can be away for a maximum of 35 days a year. Please notify your adviser of any periods when you will be absent.
 - If you are on sick leave, you should notify us of this when you sign on. If your sick leave lasts for longer than a fortnight, or if you are on maternity leave, you will need to register again once your leave has ended.
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- an assessment of your professional skills and knowledge to check that the duties involved in a specific job match your skill set, or to identify areas in which knowledge needs to be acquired;
 - an "**immersion programme**", where you can spend several days with a company to learn about a particular role or sector that is recruiting, confirm your career plan or take a first step towards being recruited;
 - **professional training**, to develop skills you may be lacking;
 - obtaining **accreditation for work experience**: if you can prove that you have at least one year's work experience, you can obtain a recognised qualification and secure your career path;
 - workshops on how to **set up a business**;
 - plus a range of other services to structure your job search, find companies that are recruiting, prepare the tools you need to apply for jobs (a CV and covering letter) or practise for interviews.



EMPLOI STORE

The Emploi Store is a platform set up by Pôle emploi that offers a range of online services to help users choose a profession, get training, prepare applications, set up a business or meet professionals :

- Applications for tablets and smartphones
- Serious games that allow users to learn through play
- E-learning courses and MOOCs (massive open online courses), particularly for those who need to improve their French

Visit <http://www.emploi-store.fr>

LEARNING FRENCH

Being able to speak French is key to helping you find work.

If you have signed an integration contract, training modules in French may have been offered to you, based on an assessment of your proficiency in the language. Please keep your adviser informed of how your training programme is progressing.

Free services are also available online and at the Emploi Store for those who feel comfortable using computers.



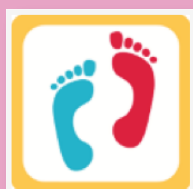
i GETTING STARTED :



The "Learn Basic French" (Apprendre le Français de base) online course is available in four languages (English, Arabic, Pashto and Farsi) and is aimed at beginners who need to acquire a basic grounding in French.

This 30-hour course runs over 6 weeks and is designed to provide you with the basics of French, from simple everyday vocabulary to reading figures, writing words and numbers and recognising the different ways in which letters can be written.

The course is available on computers, smartphones and tablets via the Emploi Store.



The "Step by Step" (Pas à pas) application is available on smartphones and tablets and helps users to memorise handy everyday expressions by associating images with sounds, learn through exercises at the end of each step and revise vocabulary.

The application can be downloaded on both iOS and Android devices.

i IMPROVING YOUR SKILLS :

Other online courses are provided throughout the year and are available at www.fun-mooc.fr.



The "French 3.0" (Français 3.0) application is also available from the Emploi Store and can be used to test your overall proficiency in French (written and oral comprehension) and improve your grasp of the language used in different professional environments, including business, hospitality and tourism and healthcare.



YOUR WWW.POLE-EMPLOI.FR ACCOUNT

When you register with Pôle emploi, you set up your own account on the website, where you can perform a range of actions.

View information on:

- appointments with your adviser;
- correspondence from Pôle emploi.

Update your profile by indicating:

- the status of your job search on a monthly basis ("signing on"). Please note that this is mandatory;
- any changes in your personal circumstances (e.g. if you are on sick or maternity leave or undertaking training);
- any changes in your contact details, particularly if you move house. If you need to transfer to a different branch, you will be assigned a new personal adviser.

Send information to Pôle emploi:

- upload certificates;
- notify Pôle emploi if you are unable to attend an appointment;
- apply for financial assistance.

Use the CV service and receive job advertisements:

- you can post your CV to promote yourself to companies;
- companies can send you job offers directly;
- you can specify 5 different job types to receive a daily digest of new vacancies that match your criteria.



FIND OUT MORE

Discover all Pôle emploi services

www.pole-emploi.fr & www.emploi-store.fr

