

Your path to a job in Denmark

Welcome to the Danish job market. This leaflet will provide you with information on how to find a job in Denmark as a displaced person from Ukraine. There may be many similarities with the Ukrainian job market, but there will certainly be things that are new to you. We hope this leaflet will help answer your questions, or that it can help point you to where you can find your answers.

Starting your job search

You need to make sure you have a number of things in place when you start your job search. These include:

- 1. Residence permit:** You must have a residence permit (opholdstilladelse) to get a job in Denmark. New special legislation allows you to work in Denmark with a residence permit. Applications for residence permits in Denmark are processed by the Danish Immigration Service (Udlændingestyrelsen). You can find a job and get a contract of employment while your case is being processed, and you can start working as soon as you receive your permit. You can read more about the rules and application process at nyidanmark.dk. If you have questions, you can call the Danish Immigration Service on +45 35 36 66 00.
- 2. CPR number:** The municipality you live in has to register you in the Central Person Register (CPR) as having moved to Denmark. You will be registered in the CPR under the personal number you were given when you made your residence permit application. It is unique to you and is used for everything from doctor's appointments to employment and payroll. If you need help, you can contact your municipality (i.e. municipality of residence).
- 3. MitID:** All digital communication from public services is made through MitID, which is your personal, digital signature. A good deal of communication from private sector companies is also made through MitID. For example, you will need to use MitID to access your online banking. You can apply for your MitID here: mitid.dk. If you need help, you can call MitID on +45 33 98 00 10.
- 4. Bank account and NemKonto:** You need a bank account in order to get paid. You can choose which bank you want to go with. Once you have a bank account, your bank can help you set your account as your NemKonto. You need to use NemKonto if you need to receive money from public authorities. Alternatively, you can do it yourself at nemkonto.dk.

Finding a job

The path to finding a job usually involves you sending an application to a potential employer or looking up companies near where you live and offering your services.

- Job boards for potential jobs:** Denmark has a number of online job boards that bring together vacant positions that an employer needs to be filled. You can find the public job board here: jobnet.dk.
- Fill out your CV:** It is important that you (with the help of your municipality, if necessary) fill out your CV, which you will include when applying for a job. A CV is short document that has information on your skills, work experience and education. Most employers will accept CVs translated into English. You can read more about CVs here: workindenmark.dk.
- Send in your application:** If you choose to send an application, it should include a short personal statement (max. 1 page) and your motivations for applying to that specific job. You can also write a little about your experience and attach your CV to the application as well. Applications are submitted digitally. Otherwise, you can print it out and hand in a physical copy to the employer.

Getting a job

Once you have applied for a job, the company will usually either offer you an interview for the position or inform you that it has been taken by someone else.

- Contract:** You must have a contract when you get employed; it is a document that sets out your rights and obligations regarding your future workplace.
- Pay and employment conditions:** It is important that you get yourself acquainted with what the normal pay and conditions are for the job you have been offered. You can always contact a union about your employment. Unions can offer you advice about pay and conditions that are not legal requirements in Denmark, but which have been agreed between social partners. You can read more about pay and working conditions in Denmark here: workplacedenmark.dk.
- Preliminary income assessment and tax deduction card:** Once you have a job, you can set up an preliminary income assessment (forskudsopgørelse) of what you expect to earn in a year. This will provide your employer with a tax deduction card (skattekort). You can also digitally request that the Danish Tax Agency (Skattestyrelsen) create your preliminary income assessment and tax deduction card. You can read more about the assessment and tax deduction card at skat.dk. If you need help, you can call the Danish Tax Agency on +45 72 37 99 09.

You can get an overview of your job search opportunities at jobguideUkraine.dk.