

## ABOUT THE PROJECT

**Targeted Initiative for Georgia (TIG)** “Support reintegration of Georgian returning migrants and the implementation of EU - Georgia readmission agreement” is a 3 years project implemented in the framework of the Mobility Partnership concluded between Georgia and the European Union in 2009. The project is being implemented by a Consortium of 9 EU Member States (Belgium, Czech Republic, France, Germany, Italy, The Netherlands, Poland, Romania and Sweden) under the lead of the Ministry of Interior of the Czech Republic and in cooperation with the International Organization for Migration.

More information about the project can be found on [www.informedmigration.ge](http://www.informedmigration.ge) or by contacting us:  
E-mail: [tig@tig-eu.ge](mailto:tig@tig-eu.ge); Tel: (+995 32) 2600 955

### Useful contacts:

**Embassy of Georgia in Poland**  
6 Bernenska Street, 03-976 Warsaw,  
Tel.: + 48 22 616-62-21/22/25  
Web: [www.poland.mfa.gov.ge](http://www.poland.mfa.gov.ge)

**Mazowiecki Voivod Office**  
Division for Foreigners, Work Permit Unit  
3/5 Bankowy Square, 00-950 Warsaw  
Tel: +48 22 695 69 17  
E-mail: [ozp@mazowieckie.pl](mailto:ozp@mazowieckie.pl)

**Division for Foreigners, Legalization of Stay Unit**  
(temporary/permanent residence permit)  
Tel: +48 22 695 67 70, +48 22 695 67 73  
email: [legalizacjapobytu@mazowieckie.pl](mailto:legalizacjapobytu@mazowieckie.pl)  
Web: [www.mazowieckie.pl](http://www.mazowieckie.pl) (EN,RU)

**Ministry of Labour and Social Policy,**  
Department of Labour Market  
(appeal against negative decision on work permit);  
1/3/5 Nowogrodzka Street, 00-513 Warsaw  
Tel.: +48 22 461 61 18, +48 22 461 61 15  
Web: [www.mpips.gov.pl](http://www.mpips.gov.pl) (in EN)

**Office for Foreigners**  
(appeals against negative decisions on residence permits);  
6 Koszykowa Street, 00-564 Warsaw  
Tel.: +48 22 60 175 14  
E-mail: [legalizacjapobytu@udsc.gov.pl](mailto:legalizacjapobytu@udsc.gov.pl)  
Web: [www.udsc.gov.pl](http://www.udsc.gov.pl) (in EN and RU)

**National Labour Inspectorate**  
(free counselling on labour law and legality of employment, examining complaints for violation of labour law),  
38/42 Krucza Street, 00-926 Warsaw;  
Tel. +48 22 420 37 94  
Web: [www.pip.gov.pl](http://www.pip.gov.pl) (in EN)

**Border Guards - Headquarters**  
(border control, legality of stay and work of foreigners)  
100 Niepodleglosci Ave.,  
02-514 Warsaw,  
Tel.: +48 22 5004777  
E-mail: [zcu.kg@strazgraniczna.pl](mailto:zcu.kg@strazgraniczna.pl)  
Web: [www.strazgraniczna.pl](http://www.strazgraniczna.pl) (in EN)

**Helsinki Foundation for Human Rights**  
(free legal assistance to refugees and migrants)  
11 Zgoda Street, 00-018 Warsaw  
Tel. +48 22 556 44 66, +48 22 828 10 08,  
E-mail: [hfhr@hfhrpol.waw.pl](mailto:hfhr@hfhrpol.waw.pl)  
Web: [www.hfhr.pl](http://www.hfhr.pl)

**Association of Legal Intervention,**  
(free counseling for migrants),  
Al. 3-go Maja 12 /510, 00-391 Warsaw,  
Tel. +48 22 621 51 65  
E-mail: [interwencja@interwencjaprawna.pl](mailto:interwencja@interwencjaprawna.pl)  
Web: [www.interwencjaprawna.pl](http://www.interwencjaprawna.pl)

**Foundation „Salvation”,**  
free counseling for migrants, also in Georgian language!  
Tel: +48 22 828 50 54  
Web: [www.ocalenie.org.pl](http://www.ocalenie.org.pl)

**Foundation for Development „Besides Borders” (FROG),**  
free counseling for migrants ),  
Tel: +48 22 403 78 72;  
E-mail: [info@frog.org.pl](mailto:info@frog.org.pl),  
Web: [www.frog.org.pl](http://www.frog.org.pl) (in EN and RU)

**La Strada - Foundation against Trafficking in Human Beings and Slavery** (medical/ legal /accommodation assistance, safe return home);  
Tel: +48 22 628 99 99, + 48 22 628 01 20  
Web: [www.strada.org.pl](http://www.strada.org.pl)

## EU-Georgia Mobility Partnership



## Labour migration to POLAND



This project is funded  
by the European Union



Targeted  
Initiative  
Georgia

## ARE YOU INTERESTED IN WORKING IN POLAND?

This leaflet provides you with basic information on how to work legally in Poland and useful contacts in case you need more information or assistance.

### Temporary work up to 6 months (without a work permit)

This is a simplified procedure only for citizens of five countries (Belarus, Georgia, Moldova, Russia and Ukraine) based on the Regulation of the Polish Ministry of Labour and Social Policy from 20 July 2011. You are allowed to work **up to 6 months in 12 consecutive months** in all sectors of Polish economy without the obligation to have a work permit.

### The procedure - step by step

1. The employer has to register a **declaration on intention to employ a foreigner** in the competent local labour office (based on the address of the permanent residence or seat of the company). The declaration form is available on the spot and the registration is usually done within one visit. **Both the declaration form and its registration is free of charge** (requesting any fee to obtain this document is illegal).

The declaration needs to contain the following data: your personal data, data of your employer, the profession/type of job you will be performing, the starting date and duration of employment, place of work, presumptive salary and the type of contract to be concluded. A copy of the declaration remains in the office and **your employer shall provide you with the original document**.

If you have any doubts regarding your employer you can check the company through the online database at: [www.stat.gov.pl](http://www.stat.gov.pl) or [www.krs-online.com.pl](http://www.krs-online.com.pl).

If your employer is a Polish temporary employment agency the agency shall be in the database of National Register of Employment Agencies at [www.kraz.praca.gov.pl](http://www.kraz.praca.gov.pl). The same if you use the intermediary service in job placement of Polish private employment agency you can check if it is in the register of employment agencies.

2. Although you do not need a work permit you have to apply for a **work visa** at the Polish Embassy in Georgia, which allows you to enter and stay in Poland legally. When applying for work visa a copy of the employer's declaration shall be attached. The original declaration has to stay with you as you will need it when performing work in Poland.

**Embassy of the Republic of Poland in Tbilisi**

**19, Brothers Zubalashvili Street**

[www.tbilisi.polemb.net](http://www.tbilisi.polemb.net)

Tel.: (+995 322) 93 62 36

3. After your arrival in Poland you and your employer shall **conclude a contract** (labour or civil) **in writing**. At your request it can be written also in your native language or any other language which you understand.

In case you cannot continue working (no matter for what reasons) with the same employer and your visa is still valid you are allowed to find another job (for the remaining time given by the validity of your visa). Every new employer you will find shall again register a new declaration in the competent local labour office. With this new employer you are allowed to stay and work in Poland only for the time defined by your original visa (max. 6 months in total from your first entry).

### Work for more than 6 months - a work permit needed

As a rule, if you would like to continue your work in Poland after period of 6 months or you would like to work for a longer period of time from the very beginning **your employer shall apply for a work permit** for you.

There are several kinds of work permits in Poland (from A to E). The most typical is work permit A (work is performed on the basis of a contract with an employer who is based in Poland). For more information: go to [www.mazowieckie.pl](http://www.mazowieckie.pl).

### Work permit procedure:

1. Before applying for a work permit your employer has to obtain confirmation from the local governor that according to registers of the unemployed persons there are no Polish/EU nationals willing to apply for the job you want to perform or recruitment among Polish/EU nationals brought negative results (so called labour market test).

The labour market test is not required if:

- you were working **for at least 3 months on the basis of your employer's declaration** (simplified procedure) directly before submitting a work permit application by your employer;

- if you are going to perform work as care giver or a house-keeper in private household of natural person.

2. Your employer shall apply for a work permit to the relevant province governor (voivode). He has to fill in the application form, submit the required documents and pay a fee of 100 zł (27 EUR<sup>1</sup>). For more information go to [www.mazowieckie.pl](http://www.mazowieckie.pl)

The time limit for issuing a decision is **30 days** (in practice it might take longer). Generally, work permits are issued for the duration of the given employment with maximum duration of **3 years** (with possible extension).

In case of a negative decision it's only your employer who is eligible to appeal to the Minister of Labour and Social Policy **within 14 days** after the date of delivery of the decision.

3. The responsibility for **extending your legal residence** in Poland stays **always with you!** The application for temporary residence permit shall be submitted to the relevant voivode office **no later than 45 day before your current visa expires**. The work permit is one of the documents required when you apply for a temporary residence permit. For the application form and more information go to [www.mazowieckie.pl](http://www.mazowieckie.pl).

4. After obtaining a work permit you and your employer shall conclude a contract (labour or civil) in writing.

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<sup>1</sup>According to the exchange rate of November 2011.