

A foreigner working in Poland must:

- **have a basis for legal residence**, e.g. an appropriate visa or residence permit issued by Poland;
- **have a document admitting his/her to the Polish labour market** (or be exempt from this requirement):
 - work permit or
 - seasonal work permit or
 - have a temporary residence and work permit (so-called single permit) or
 - statement on entrusting work to a foreigner (it is issued only to citizens of 5 countries: the Republic of Armenia, the Republic of Belarus, the Republic of Georgia, the Republic of Moldova and Ukraine);
 There is also a *Notification of entrustment of work to a Ukrainian citizen* – intended exclusively for the citizens of Ukraine.
- **conclude a labour contract with the employer** in writing, in a language the foreigner understands;
- **perform work only for the employer indicated in the permit** or declaration, under the conditions contained therein.

Third-country foreigners (persons who are not citizens of Member States of the European Union or the European Economic Area or Switzerland) work in Poland mainly on the basis of **work permits** or **seasonal work permits**. The employer submits these documents to the office.

Document entitling the foreigner to work in Poland	Work permit	Seasonal Work Permit
Designed for	all foreigners from third countries (outside the UE/EOG)	all foreign nationals from third countries (non-UE/EOG and
Published by	Voivodeship Office	District Employment Office
Sections of the Economy	all PKD sections except seasonal	seasonal work (mainly agriculture and partly tourism)
Statutory time for issuing on matters which do not require explanations	up to 30 days	up to 7 days
Length of employment	up to 3 years	up to 9 months in calendar year

Where a foreigner can find information about working in Poland:

Public Employment Service Vortal -

<https://psz.praca.gov.pl/dla-bezrobotnych-i-poszukujacych-pracy/dla-cudzoziemcow>

Central Job Vacancies Database -

<https://oferty.praca.gov.pl/porta1>

Job offers for foreigners in Poland and events organised by employment offices are published in various languages.

E-praca application with access to thousands of job offers on mobile devices.

Private employment agencies - legally operating agencies having a current entry in the National Register of Employment Agencies. Before engaging with a particular agency, you can check its activities at: <https://stor.praca.gov.pl/porta1/#/kraz>

NOTE! Agencies do not charge jobseekers an agency fee! They can only charge, for example, for the translation of documents in the case of referrals to work abroad.

An employment agency providing an employment agency service and directing a foreigner to work for a Polish employer **is required to enter into a written contract with the foreigner.**

Rules for a foreigner to take up legal employment in Poland:

- A work **permit** or a seasonal work permit for a given foreigner **is applied for** by the employer **to the competent office**. **Foreigners who are exempt** from the obligation to hold a work permit, a single permit or a declaration of entrustment are, for example: -> citizens of the EU, EEA and Switzerland, -> holders of the **Card of the Pole**, permanent residence permit or long-term EU resident status, -> **full-time students**, -> employed at a university as an **academic teacher**, -> **academics** and research and technical staff, -> holders of temporary residence permits inter alia due to marriage to a Polish citizen.

• The **permit** issued by the authority **should be handed over by the employer to the foreigner.**

Each permit and statement on entrusting work to a foreigner specifies the terms and conditions of work in Poland, including, inter alia: the type of contract, the position, the number of full-time hours or the number of working hours per week, or month, and the lowest remuneration that a foreigner working in a given position should receive.

- **The permit** or statement **enables** the prospective employee to **obtain the appropriate visa** at the consulate of the Republic of Poland in his/her country of origin.
- **The employer is obliged to conclude a contract with the foreigner in writing** and to provide a translation of the contract in a language the foreigner understands. In addition, before entrusting work to a foreigner, the employer is obliged to provide the authority that issued the work permit with a copy of the contract concluded with the foreigner in electronic form.

The type of contract between the foreigner and the employer must be adapted to the nature of the work.

The most rights are granted to a foreigner by an "employment contract". Civil law contracts are also **concluded**, e.g. a "contract of mandate" or "contract for specific work" or, in the case of seasonal work, a "harvest assistance contract".

- The foreigner is obliged to make the residence permit available to the employer for **copying** for possible inspection.
- There are **severe penalties** for illegally entrusting work to a foreigner.

Documents of admission to the Polish labour market that can be requested by the employee:

A foreigner legally residing in Poland may apply in person to the competent voivode for a **temporary residence and work permit**, if he/she intends to stay in Poland for longer than 3 months and the purpose of his/her stay is to perform work. The permit can be granted for a period of up to three years - the length of time depends on the term for which the employer will entrust the foreigner with the work.

The foreigner shall submit the application no later than on the last day of legal residence in the territory of Poland. When submitting the application, the foreigner is required to submit fingerprints. **A foreigner may legally work while waiting for a temporary residence and work permit** (subject, inter alia, to a stamp in the passport confirming the application for a single permit to reside and work). When a foreigner already has a residence and work permit and has changed employer, he/she has been authorised to work without a work permit, there has been a change of the employer's user. The conditions of employment specified in the permit have changed, and the foreigner should **apply for a change of the temporary residence and work permit**. When amending a temporary residence and work permit, the period of validity of the permit remains unchanged.

Benefits for the foreigner of working legally in Poland:

- You are subject to the protection guaranteed by the law (Labour Code) if the basis for the provision of work is an employment contract, which gives the most rights and the widest protection to the employee.

The employer is obliged to provide the foreigner with:

- remuneration of at least the minimum wage (as of January 2025, it is PLN 4,666 gross) and, with a contract of mandate, a minimum hourly rate (PLN 30.50 gross for 1 hour of work).
- additional remuneration for overtime, night work or public holidays (Sundays and public holidays);

The employee is entitled to:

- paid annual leave and sick pay,
- protection from termination by the employer while on sick leave, on leave, at pre-retirement age or pregnant.

- You are subject to social security and health insurance- coverage varies depending on the contract.
- You can receive free medical care- in public hospitals or clinics.
- You have the right to register at the district labour office **as an unemployed person or a person seeking work** - if you lose your job in Poland and have one of the specified residence titles.
- In the event of employment irregularities, **you may benefit from assistance:**

- State labour Inspectorate
 - State Sanitary Inspectorate
 - Information and Consultation Centre for Employment Services Green Line,
 - embassies and consulates
- or take the matter to the labour court.

For more information on this topic visit the Public Employment Services Portal:

<https://psz.praca.gov.pl>

Advice for foreigners looking for work in Poland:

Do not hand over your passport or ID to anyone - no job centre requires this.

Before arriving at Poland verify the employer offering you a job - contact them by telephone, look for reviews on the Internet. Employer information can also be found in:

- REGON register - <https://wyszukiwarkaregon.stat.gov.pl/appBIR/index.aspx>
- National Court Register - <https://ekrs.ms.gov.pl/web/wyszukiwarka-krs/strona-glowna/index.html>

Don't sign a contract that you don't understand!

Your employer must enter into a contract with you in writing, in a language you understand. Make sure you fully understand the content of the signed contract.

In the event of an emergency, you can get help:

Anti-trafficking portal

www.gov.pl/web/handel-ludzmi

phone: +48 22 628 01 20, +48 22 628 99 99

La Strada – Foundation Against Human Trafficking and Slavery

<https://strada.org.pl/> phone: +48 605 687 750

Police phone **997** or **112**



Ministerstwo Rodziny,
Pracy i Polityki Społecznej

WORK IN POLAND

GUIDE FOR FOREIGNERS FROM THIRD COUNTRIES