



GUIDEBOOK FOR EMPLOYMENT IN PROVENCE



*You are accompanying your spouse to France
and you are looking for a job?*

*The objective of this guidebook is to give the spouses
of ITER Organization staff members and of ITER Project Associates
useful information about employment in France
and help them in their job search in France.*

❖ EMPLOYMENT IN FRANCE

According to the Headquarters Agreement signed between the French Government and the ITER Organization (IO), the non-EU spouses/legal partners of IO Staff, who have a special residence permit issued by the French Ministry of Foreign Affairs, are allowed to work in France without a work permit, according to Art. 13.-2-a of the Agreement (see below).

Non-EU spouses of ITER Project Associates, who are entitled to special residence permits too, are also allowed to work in France without a work permit.

Non-EU citizens who did not get any French special residence card because they were already resident in France before their ITER employment need a work authorization, issued by the French local administration.

European Union citizens do not need a work authorization to work in France.

2. Pursuant to paragraph 1 of this Article, staff of the ITER Organization in particular:

- a) are exempted from work permits or residence permits in France, and are not subject to laws and regulations normally applicable in France relating to immigration and on the registration of aliens, provided they hold the special identity card referred to in sub-paragraph b) below. Members of their families forming part of their households are exempted from any duty provided for by French laws and regulations relating to the registration of alien and to residence permits. Children who have entered the French territory as minors and spouse are exempted from work permits, provided they hold the special identity card referred to in sub-paragraph b) below. This exemption is without prejudice of the conditions that have to be fulfilled for some “regulated occupations”;

This work permit exemption is valid for spouses :

- who are employed by a company (under employment contract) or
- who are creating their own professional activity (liberal activity) under the tax status of “**micro-entrepreneur**”* (**except for a commercial activity**) or
- who have a regulated occupation (if they comply with all the rules and registrations required by the applicable “Order”)

In those cases, the Welcome Office must simply inform the French Ministry of Foreign Affairs of the spouse’s activity, by sending the following documents:

- Contract with the company : **Copy of the work contract or of the job offer**
- “Micro-entrepreneur”: **Copy of the professional project** (a cover letter describing the activity)
- Regulated occupation: please contact the Welcome Office in this case

However, you must be aware that carrying out a **commercial activity** in France, whether in the form of a company or under the tax status of a micro-enterprise is subject to the registration to the trade and companies register [“*Registre du Commerce et des Sociétés*” in French]. **The special residence permit does not allow this.**

For commercial activities and all other types of employment, the special residence card issued by the French Ministry of Foreign Affairs **must be returned**, and the spouse must apply to the French local administration for the regular residence card and work permit applicable to his/her new status. If you are in that case, you should contact the Welcome Office as a specific process will have to be followed (and documents will have to be signed with the ITER Organization) before you can return your French special residence card.

❖ FRENCH EMPLOYMENT SERVICE 'PÔLE EMPLOI'



Pôle Emploi is a national body of the French Public Employment Service and can help you with your job search.

Do not hesitate to visit the website of [Pôle Emploi*](https://pole-emploi.fr), where you can find (in French only):

- Jobs offers;
- Information on the job market;
- Advice for your job search;
- Practical information, etc.

Pôle Emploi has also issued a [Memo*](#) in English and in other languages (including Spanish, German, Chinese, and Russian) with practical tips for finding a job in France.

Regional Office of Pôle Emploi

The Provence Alpes Côte d'Azur (PACA) regional office of Pôle Emploi has dedicated a team of advisors to the ITER project.

On the regional website of [Pôle Emploi PACA*](https://palemploi-paca.fr), at the bottom right corner of the homepage, you can click on the ITER logo to access job offers from contractors working on ITER worksite.

Should you wish to send a spontaneous application, please send to the Welcome Office your CV and a cover letter, we will forward them to Pôle Emploi PACA, they will in turn forward your application to the appropriate ITER contractor if your profile matches a job offer.

In addition, a list of all the companies members of the French ITER Industrial Committee ("Comité Industriel ITER" - C2I) can be found on the following link: [C2I*](#). C2I, hosted by the Agence ITER France, facilitates business partnerships and helps firms respond to calls for tender for the ITER project.

Registration to Pôle Emploi

If you wish to benefit from additional services such as:

- Appointments with a personal adviser;
- Assessment of your professional skills;
- Professional training;
- Job search workshops (writing a CV and a cover letter, practising job interviews, etc); you can register with Pôle Emploi as a jobseeker ("*demandeur d'emploi*").

If you are an EU national or a non-EU national holding a standard residence permit (issued by the French Prefecture) you can [register online*](#).

If you are a non-EU national holding a special residence permit (issued by the French Ministry of Foreign Affairs), please contact the Welcome Office, we will forward your request to the person in charge.

❖ RECOGNITION OF FOREIGN QUALIFICATIONS

If you want to work in France, you might need to:

- Prove the validity of your diplomas if you have graduated in a foreign country;
- Provide a comparability statement of your qualifications for the potential employer to better understand/assess your application for a vacant position.
- Check whether your profession or the profession you are applying for is regulated or not.

[France Education International*](#) (former CIEP), an institution of the French Ministry of National Education promoting French education and language across the world, can help you through the recognition of your professional qualifications.

As for regulated professions, the European Commission provides an [online database*](#) where you can check whether a profession's access and exercise is subject to the possession of specific professional qualifications.

❖ UNEMPLOYMENT BENEFITS

If you work in France and involuntarily lose your job (e.g.: termination by the employer, end of a fix-term employment contract, termination by mutual agreement), and provided that you meet several specific requirements, you might qualify for unemployment benefits ("*allocations chômage*").

The amount and duration of it depend upon the period during which you will have contributed to the French scheme and total contributions paid.

Transferring unemployment benefits

If you are wholly unemployed and are entitled to receive unemployment benefits in another EU country or in Switzerland (the country where you became unemployed), you should be able to transfer your unemployment benefits to France.

Before leaving, you must apply to your national employment services for a special form authorizing you to export your unemployment benefits.

On arrival in France, you have to register with the French Employment Office as a jobseeker **within 7 days** from the date on which you ceased to be available to the employment services in the country you left.

Please check the details on the following website: [Europa.eu](https://europa.eu)*.

❖ **FRENCH MEDICAL COVERAGE**

If you are employed by a company in France, under an employment contract:

- you will become subject to French social contributions
- you will be automatically registered under the French social security system (*CPAM: Caisse Primaire d'Assurance Maladie* or other health insurance funds).
- you will obtain a French social security number (indicated on your French payslip)
- you will also receive a card called *Carte Vitale*, to be used for medical reimbursements.

➡ This will be done through your new employer (please check with them for the process).

- ❖ If you are benefiting from Previnter insurance as ITER dependent of an ITER staff member, you shall inform Previnter that you are employed in France and provide them with your French social security number.

Your primary medical cover shall then be the French social security system and your employer should also provide you with a complementary coverage ("mutuelle").

Previnter could then become an additional complementary cover (within the ceilings/conditions of the policy) for the expenses that may not be reimbursed by French social security and/or by your employer's complementary coverage.

Note that your Previnter number (NNI number) is NOT your French social security number and should not be used as such.

- ❖ If you are not benefiting from Previnter and you are thereby covered by a private health insurance, you should check with your health insurance fund if being employed changes anything to your cover.

If you work in France, you will have to declare your income on your French tax return (jointly with your spouse if you are married or pacted). For any assistance, please contact the ITER legal department.

❖ **FRENCH CAF 'CAISSE D'ALLOCATIONS FAMILIALES'**



The CAF is the branch of the French Social Security System in charge of families. In France, you are only entitled to the CAF benefits (mainly linked to children) if you contribute to the French social security system (through an employer paying social charges in France). To see the details of the CAF benefits (some being means-tested), please go to [this page*](#) of the CAF website (in French but if you use Chrome explorer, click right and on 'Translate to English').

If you get employed in France and thus contribute to the French system, you may become eligible to some CAF benefits for your children and may register with the CAF. To do so, you will have to send a completed file to the CAF, called 'Declaration de situation pour les prestations familiales' cerfa form no 11423*06 (available [online*](#)).

If you already receive some allowances for your children from ITER, the CAF will only be a second payer: if the amount of the French benefit is higher than the corresponding allowance given to you by ITER, the CAF will pay a differential allowance (called 'allocation différentielle' or 'ADI' in French). In that case, you will have to inform the ITER Human Resources team, who will give you a certificate showing the amount of allowances paid to you. This certificate should be sent to the CAF for the assessment of any possible differential allowance. For any additional questions about the ADI or about CAF registration process when you are ITER direct employee, please contact the ITER Human resources team or the Welcome Office.

❖ ADVICE ON OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT

Take [French courses*](#) to reach level B2 (required to register for a French university degree or strongly advised for jobs in French)

Put your profile on [LinkedIn*](#), a popular professional social network used by hiring managers to search for potential job candidates

Start a **network** – word of mouth is important

Sign up for **volunteer work** in your local communities

Contact the [Welcome Volunteers*](#) (a network of ITER spouses who are there to help you feel at home and answer your questions about living in France) and spouses of ITER staff members to share information and job search tips

Continue your **studies** by taking advantage of the numerous training courses offered by the Aix Marseille University

The ITER Organization regularly offers **interim contract positions** for a length of up to 18 months. Interim opportunities are limited to nationals from countries participating in the ITER Project (China, the European Union plus Switzerland, India, Japan, Korea, Russia and the United States). To apply for an interim opportunity at ITER, you can send a spontaneous application including a resume and a cover letter in English to the following email address: interim@iter.org.

❖ USEFUL LINKS

Main job search websites (besides Pôle Emploi) :

- [APEC*](#)
- [Cadre Emploi*](#)
- [Indeed*](#)
- [Monster*](#)
- [Le Bon coin*](#)
- [Joijoba*](#)

[Eures*](#): The European Job Mobility Portal. A website where you can:

- Register your CV online
- Search for job offers
- Contact English-speaking EURES advisers
- Find information about living and working in France

[AVF network*](#): a French national association providing services for those who move for professional reasons to a new environment.