

MINISTRY OF LABOUR AND SOCIAL SOLIDARITY
PROCEDURE of 30 July 2024

on the employment of Ukrainian citizens coming from the armed conflict area in Ukraine

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Article 1

Ukrainian citizens coming from the armed conflict area in Ukraine who wish to be employed, but do not hold documents proving their professional qualifications or work experience, may present themselves at the county employment agencies or, as the case may be, the Bucharest Municipal Employment Agency, in order to be registered.

Article 2

Registration with the county employment agencies or the Bucharest Municipal Employment Agency shall be carried out on the basis of the identity card, passport, or another document attesting identity.

Article 3

After registration, individuals shall have free access to the services and measures provided by **Law No. 76/2002 on the Unemployment Insurance System and the Stimulation of Employment**, as subsequently amended and supplemented.

Article 4

Within the framework of information and career counseling services, the individual shall complete, with the support and guidance of the career counselor, the self-declaration, in accordance with the model provided in the annex.

Article 5

After completing the activities within the information and career counseling services, the individual shall be assisted in job placement for a vacant position corresponding to the qualifications and experience declared by the individual and shall receive a referral order to be presented to the employer.

Article 6

The interview or trial work shall be conducted at the employer to whom the individual has been referred.

Article 7

If the Ukrainian citizen contacts an employer directly, without requesting the services of the county employment agencies or the Bucharest Municipal Employment Agency, the individual shall complete the self-declaration referred to in Article 4, together with the employer with whom employment is to be concluded.

Article 8

The self-declaration provided for in Article 4 or, as the case may be, the declaration referred to in Article 7 shall constitute the basis for concluding the employment contract.

Article 9

The annex forms an integral part of this procedure.

ANNEX
SELF-DECLARATION

regarding the fulfillment of professional qualification and work experience requirements
necessary for occupying the job position

I, the undersigned,(last name) (first name)....., born on,
nationality, residing in Romania at, contact details: phone, e-mail
.....,

hereby declare on my own responsibility, under the penalties provided by **Law No. 286/2009 on the Criminal Code**, as amended and supplemented (Criminal Code of Romania) for false statements, that:

a) Education

I have completed:

- ☐ Primary education
- ☐ Lower secondary education
- ☐ Vocational school with the qualification
- ☐ High school
- ☐ Higher education

b) Professional qualifications

I hold the following qualifications:

c) Work experience

I have held the following positions:

- Position Period
- Position Period
- Position Period
- Position Period
- Position Period

d) Health status

- ☐ Yes, I am fit for work.
- ☐ Yes, I am fit for work with restrictions
- ☐ No, I am not fit for work.

e) Incompatibilities

☐ I have no criminal record incompatible with the activity I perform or intend to perform in Romania.

f) Professional qualification and work experience requirements

- ☐ Yes, I meet the professional qualification and work experience requirements necessary for occupying the position.
- ☐ No, I do not meet the professional qualification and work experience requirements necessary for occupying the position.

g) Languages spoken

I speak the following languages:

I have carefully completed and read the contents of this declaration and am aware of the consequences of committing the offense of false statements, as provided under Article 326 of the Criminal Code of Romania, and I have signed below.

Date:

Signature: