



MY LIFE IN CZECH REPUBLIC

2nd updated issue



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Guidebook for unaccompanied minors

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INTRODUCTION

This publication is addressed to children and young people who enter the Czech Republic without parents or any legal representatives, as well as to young people who have already reached 18 years and start preparing for living on their own in the Czech Republic.

Based on our experience, we know that there are many problems that you cannot handle and you want to know the answers for your questions. That is why we bring this publication which should help you to get yourself oriented in the situation which you will face.

Here you will find information about the asylum procedure and the answers to the questions regarding the stay at the Facility for Detention of Foreigners. We will introduce you the Facility for children – foreigners and explain how the education system in the Czech Republic works. Are you 18 and don't know what is going to be next? You will find the answers to such questions on the following pages. At the end of this brochure we will focus on situation that you will face if you decide to leave the Facility for children – foreigners. We advise you where and how you can find accommodation, what you will need to find a suitable job or how to get health insurance. As a part of this publication, you can find a list of contacts that can be useful for you and the vocabulary in which there are some terms explained.

We believe this publication can be a useful guidebook. There might be some facts missing, in which case we are ready to answer your individual questions, because there is a specialized team of workers in the Organization for Aid to Refugees focused on work with unaccompanied minors.

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INTERNATIONAL PROTECTION

A foreigner who has fled his/her country in order to avoid persecution and is now in the Czech Republic looking for aid and protection can apply in CR for so-called **international protection**. The types of international protection are as follows:

- **Asylum**
- **Subsidiary protection**

The reasons for granting of international protection and the course of the relevant proceeding are regulated by the Asylum Act applying to all the persons without any difference. Nonetheless, the Act provides certain advantages to unaccompanied minors. E.g. they get a guardian who supervises that everything is alright during the entire period of the asylum procedure. The guardian also protects the minor's rights.

1. ASYLUM

Who can be granted asylum in CR?

The reasons for granting **asylum** in the Czech Republic are listed in **Section 12** of the Asylum Act. The Act provides that a foreigner is to be granted asylum if it is ascertained that:

- He/she is **persecuted** for asserting **political rights**
- He/she has good reasons to be afraid of persecution for the reasons of **race, sex, religion, nationality**, affiliation to certain **social group** or for maintaining certain **political opinions** in the country of origin.

What is persecution?

Under the Asylum Act, **persecution** is characterized as a:

- Serious **violation of human rights** and also measures causing **psychical duress** or **other similar behaviour carried out or tolerated by state authorities**;
- **Behaviour of private persons**, if it is possible to prove that the **state** (the parties or organizations, including international organizations controlling the state) **is not able to provide reasonable protection** against such behaviour.

Who else can be granted asylum?

Asylum can also be granted to a **family relative of the asylum seeker** (a foreigner to whom asylum has already been granted). However, the family relatives must stay in the territory of CR and they must have applied for the international protection.

Under the law, a **family relative** is a:

- Husband / wife (if the marriage existed prior to the grant of the asylum);
- Single (unmarried) child younger 18 years;
- Parent of an asylum seeker younger than 18 years;
- **Adult person** (e.g. cousin, uncle, aunt) **responsible for an unaccompanied minor**.

Asylum may also be granted in **special cases**, even though there is no reason for granting the asylum under Section 12. In the case worthy of a special respect, the Ministry of Interior may grant **asylum for humanitarian reasons**. This type of asylum is granted in really exceptional cases – e.g. to persons with serious illness who would not obtain the corresponding health care in their home country, the girls or boys who became victims of trade with human beings – e.g. prostitution, forced labour.

2. SUBSIDIARY PROTECTION

Who can be granted subsidiary protection in CR?

The subsidiary protection is granted in cases where the applicant for international protection **is in danger of a severe harm**, yet this danger may not be classified as a reason for granting asylum, as this danger does not relate to the person's race, sex, nationality, religion, political opinions or his/her affiliation to a social group.

A **severe harm** means:

- Infliction or execution of death penalty
- Torture or inhuman or humiliating treatment
- Danger to life or human dignity in the course of an international or inner armed conflict

Example: *Bongy (17 years) arrived to CR from a country where a civil war is raging. During the civil war, she lost all her family. In CR, Bongy applied for international protection. The Ministry of Interior did not grant her asylum, yet she obtained the so-called subsidiary protection. The reason for granting the subsidiary protection consisted in the situation which is now in her home country – i.e. the ongoing civil war and the danger, in which the girl would be if she returned home.*

3. COURSE OF THE PROCEEDING ON INTERNATIONAL PROTECTION

Who decides on granting of the subsidiary protection?

The decisions on granting of both the asylum and international protection are made by the **Ministry of Interior of the Czech Republic, Department of Asylum and Migration Policy**.

Where can I apply for the international protection?

1. At the **police**:
 - **At the state border**;
 - **At a Reception Facility** (at Zastávka u Brna or at the Prague-Ruzyně Airport)
 - **At the regional headquarters of the Foreign and Border Police** (if the foreigner turns up on his own and voluntarily);
 - **At a Facility for Detention of Foreigners** (however, at this facility it is possible to apply only within **7 days** from the time the police advises the foreigner on the possibility to apply for asylum, i.e. in majority of cases only within the first 7 days after arrival in this facility).
2. At the **Ministry of Interior of CR**, provided that the foreigner is:
 - Hospitalized in a **medical facility**
 - Put in **prison** (put under arrest or serving a prison sentence)
 - Placed in a **Facility for children-foreigners – this is an exception applicable for unaccompanied minors only.**

How do I apply for international protection?

In Czech Republic, you can apply for international protection either **by written form (Ministry of Interior)** or **orally** through a record made at the police.

What is going to happen after I have applied for asylum?

When you have applied for asylum at the Ministry or the police, you wait until a worker of the Ministry of Interior comes to you and write with you an official application and carry out the **first basic interview** about why you have come to CR and why you are applying for asylum.

What are they going to ask me within the first interview?

The worker of the Ministry of Interior who writes the application for international protection with you will ask you mainly the following **questions**:

- Name, date of birth, marital status (single);
- State citizenship;
- Nationality / ethnicity;
- Name of father, mother, siblings;
- Other family members arriving with you to CR;
- Places where you stayed during the last 10 years and periods of such stays;
- Language(s) you speak;
- What documents you have (a travel passport, certificate of birth ...);
- Are you and/or your relatives (mother, father, siblings...) members of some political party;
- Have you passed the military service;
- Level of education achieved (documents, if any);
- Occupation (if you worked before your arrival to CR);
- Financial means, property;
- **For what reason you have left your home country (what problems/dangers you had and why you decided to leave);**
- Places where you stayed from the moment of departure from your home country till your arrival to CR (detailed description of your journey to CR);
- Did you stay, after you left the home country, in any of the EU countries;

- **Why are you applying for international protection (once again, it is necessary to describe the problems and dangers you had in your home country, the reasons why you decided to leave and why you cannot return to your home country);**
- When and how did you enter the territory of CR;
- Through what countries did you arrive to CR and how long did you stay in such countries;
- Is the Czech Republic your target country or do you intend to travel further;
- **What solutions of your situation can you see (what are your ideas about your future);**
- **Did you contact your embassy (representative office) during your stay in CR – Applicant for international protection must never contact his/her embassy or other authorities of its state during the proceeding; it would be considered as a proof that there is no danger for the applicant from the state authorities of his/her home country!**
- Have you been to Czech Republic before;
- Have you ever applied for asylum or international protection, and if so, what was the result;
- Has ever a criminal prosecution been conducted against you (have you committed a criminal offence);
- **What are you afraid of in case of returning to your home country (what are the dangers, what might happen to you and what you are afraid of);**
- Health condition.

Also, on a separate sheet of paper, it is necessary to **write by your own hand the reasons**, for which you have left your home country, what were the dangers for you in the country and thus why you are applying for the international protection.

The entire interview (filling of the application) is conducted in the presence of an **interpreter** speaking the language you can understand (your mother tongue or another language that you can speak and understand). **It is always possible to make objection if you cannot understand to the interpreter selected by the Ministry or if you have another problem with the interpreter. The correct interpreting of the application and interview is fundamental for the whole subsequent course of the proceeding on international protection.**

There is also another person present at this interview – your **guardian for the proceeding on international protection**. Often, this is a worker of a non-governmental organization providing aid to refugees in the Czech Republic. This worker supervises that during the asylum procedure any and all your rights are observed.

Will there be also some other interview?

Yes, after some time from the filing of the application for international protection, you will undergo a detailed interview. This **main interview** is conducted mostly at the Facility for children-foreigners, where the appointed **worker from the Ministry, an interpreter and the guardian** will arrive.

During this main interview you must once again describe faithfully and in detail the reasons that led you to leave your home country. This is because this interview serves for the Ministry to ascertain all the facts that they need to know in order to issue the decision. **Therefore, the interview is very important for you to obtain the asylum. Thus, it is necessary for you to provide all the information** based on which it will be obvious that you are justifiably afraid of persecution.

If possible, you should support your claims by evidence (documents, photographs, witnesses...).

Things you should pay attention to during the interview?

During the interview, you are entitled to express your **disagreement with the interpreter**, e.g. because you cannot understand him/her. Also, it is possible to demand the **interpreter** be a **person of the same sex**, if it is embarrassing for you to talk about what happened to you in presence of a person of opposite sex.

At the end of the interview, you are **entitled to have the record made during the interview interpreted** back to your language. Though your guardian should check the content of the record that everything what was recorded really corresponds to what you said, however, you also have the right to have the record interpreted so that you have a feedback of what has been recorded. You are entitled to have an inaccurate record corrected. Then, both you and your guardian will certify truthfulness of the record by signing it. A sign record of the interview is considered as truthful and it is not possible to change it or amend it. Then, the record serves as a basis for the Ministry in making the decision whether to grant or not to grant the international protection.

Will anyone be informed of what I said in the interview?

The Ministry must not disseminate the information you provided in the interview and they are obliged to use such information for the needs of the asylum proceedings only.

Who is my guardian for the asylum proceedings?

In the course of the proceeding on international protection you will meet two different guardians, i.e. persons who protect your rights and interests under the law.

- **The guardian for the proceeding on international protection** will be present at your first interview. This guardian is appointed by the Ministry and mostly it is a worker of a **non-governmental organization** that provides aid to refugees and foreigners in CR. This first guardian is appointed for a temporary period only, until the court assigns the second guardian, so-called guardian for residence.
- **The guardian for residence** will protect your rights during the entire period of your residence in CR, until you turn 18 years of age. This guardian is appointed by the court and in majority of the cases this guardian is represented by the **municipal authority**, department of social-legal protection of children, also carrying out protection of Czech children. The guardian for residence must be present already in the main interview. **This guardian attends all the interviews, deliveries of decisions and is also authorized to file legal actions at courts etc.**

Note: It is possible that during your stay in CR you will also meet another guardian – this will happen in the event that after your arrival to CR you have been placed in a Facility for Detention of Foreigners (so-called “detention”). For every unaccompanied minor who is placed in detention the police must appoint a **guardian for detention**. This guardian protects interests of the minor person during the detention period (e.g. he/she files motions for release to the courts). This guardian will be a worker of a **non-governmental organization** providing aid to foreigners, just like in the case of filing of an application for asylum.

How long does the proceeding on international protection take?

Under the law, the Ministry should make a decision within **90 days** from the date of commencement of the proceeding. However, the Ministry may extend this period. Should the proceeding last longer, the Ministry must inform about it your guardian. Usually, the proceeding takes more than 3 months; sometimes even a couple of years.

In what language is the proceeding on international protection conducted?

You are entitled to have the proceeding conducted in your mother tongue or in a language you can understand. An interpreter for the purposes of the proceeding is provided free of charge by the Ministry of Interior. We have already mentioned that you are entitled to express your disagreement regarding the person of interpreter for various reasons.

Is it possible to withdraw the application (to stop the proceedings)?

You are entitled to withdraw your application at any time in the course of the proceedings. This so-called “**stop asylum**” notice must be sent in writing to the Ministry that will stop the proceeding. If you are not 18 yet, the application must be withdrawn by your guardian.

What does it mean to be granted asylum?

The foreigner who has been granted asylum (the “**asylee**”), obtains the permit for permanent residence in the territory of CR. This means that he/she has the same rights and duties as the Czech citizens, except for the right to vote. The asylee shall be issued a “**residence permit card**” with the validity period of 5 years, which can be extended. Later on, asylee may apply for the Czech citizenship.

What does it mean to be granted subsidiary protection?

The Ministry shall grant subsidiary protection to the foreigner who does not meet the reasons for grant of asylum, yet there is a concern that in the event of return to his/her home country, the foreigner would be in a serious danger.

The foreigner who has been granted international protection shall be issued a **residence permit card** for a period of at least 1 year. Once the period for which the subsidiary protection was granted expires, the Ministry shall examine, **upon the foreigner’s request**, whether the reasons for an extension of the subsidiary protection still exist. **It is necessary to file the application for extension of the residence permit card at the Ministry at least 30 days before the period for which the subsidiary protection was granted expires.**

4. COURT PROCEEDINGS (SECOND INSTANCE)

What to do if I receive a negative response?

If the Ministry decides not to grant you the asylum (**the 1st negative**), it is possible to file **legal action to the court** within **15 days** from delivery of the decision. The legal action is to be filed at the Regional Court having the jurisdiction at the place you dwell at the time of the filing.

You can ask for help with compilation of the legal action a lawyer of the non-governmental organization visiting your facility or your guardian.

Until the court decides on the legal action, you may stay in the territory of the Czech Republic as the proceeding on international protection continues.

How can the court decide on the legal action?

The court itself cannot decide that you won’t be granted the international protection. It can only **cancel** the negative decision of the Ministry and **return your case back to the Ministry**

for further proceeding. Thus, the Ministry will decide on granting of the international protection again, yet it will be bound by the court's opinion.

If the court comes to the conclusion that the decision of the Ministry is correct, the court shall **confirm this negative decision and you will receive the 2nd negative.**

5. APPEAL OF CASSATION

What to do if I receive the 2nd negative?

If the court dismisses the legal action, thus confirming the Ministry's decision (the 2nd negative), it is possible to ask for abolition of the court's decision by filing the **appeal of cassation to the Supreme Administrative Court.**

The Supreme Administrative Court may dismiss the appeal of cassation, thus confirming the correctness of the Regional Court's decision and concluding **the entire proceeding on international protection in the Czech Republic.**

Otherwise, the Supreme Administrative Court shall return the matter to the Regional Court for further proceeding. Therefore, neither the Supreme Administrative Court may grant the asylum; it can only cancel the preceding decision of the Regional Court and return the matter back to such court for a new decision.

Is it possible to apply for the international protection repeatedly?

Yes, it is. However, if you don't file any **new facts** which had not been a subject of examination in the previous, concluded proceedings dealing with granting international protection, the Ministry will reject your application as undue, and usually during a short space of time. If the Ministry rejects your application as undue, the action against its decision doesn't have any dilatory effect, e.g. the police won't prolong your visa as it was during the first proceeding on granting international protection.

6. FAMILY REUNIFICATION

What if my parents are in another European country?

If any of your parents stays in another EU country, you are allowed to reunify with them, if you are interested. The Ministry of Interior will then contact the state where your **father** or your **mother** lives and will arrange your journey to them. From that point on, your application for international protection will not be decided by the Czech Republic but by the country where your parents stay. It is also possible to reunify with your **guardian** (i.e. the person who was responsible for you in your home country instead of your parents).

In order to enable the reunification, it is necessary to meet several conditions. The person, with whom you want to reunify:

- Must have a **residence permit** in the country where he/she lives (must stay there legally);
- Must **prove that you are really relatives** (must present documents proving that he/she is your father/mother – e.g. a birth certificate or a document certifying that he/she is your guardian).

What if I have other relatives in Europe?

It is also possible to reunify with other relatives, e.g. with your **sister, brother, aunt or uncle**, however, it is more difficult. In the case of parents who prove that they are really your parents, the state where they live is obligated to accept you and decide on your application for international protection instead of the Czech Republic.

However, in the case of more distant relatives, it is at the discretion of each EU state, whether it will be willing to accept you or not. This is because in these cases the countries are not obligated to realize the reunification. As in the case of the parents, this is also preconditioned by the fact that your relative lives in the European Union legally and must prove the relationship between you and him/her.



FACILITIES FOR DETENTION OF FOREIGNERS

Facility for Detention of Foreigners (FDF), also called “**Detention**” or “**Detention Facility**”, is a government operated facility, in which a foreigner is placed based on a decision on detention. This decision is issued by the Police of the Czech Republic. The police are entitled to detain a foreigner for two reasons: upon commencement of the proceeding on administrative expulsion or for the purpose of handover of the foreigner under an international agreement. The facility for detention of foreigners resembles of a “prison”, as the detained foreigners may not freely leave this facility. They are bound to stay there and in the event of an attempt to flee they are punished. Once placed in the detention the foreigner is entitled to make his/her **representation on intention to apply for the international protection**. However, this entitlement expires after **7 days** from the day the police informed the foreigner of this option. Filing of the application for the international protection is **not reason** for termination of the detention. The maximum period, for which one may be detained in FDF, is **180 days** for adult persons and **90 days** for unaccompanied minors.

In the Czech Republic, there are two detention facilities: in **Bělá pod Bezdězem** and in **Poštorná**.

Why have I been placed in detention?

Detention is a place where the foreigners who breached, through their actions, the Act on Residence of Foreigners in the Czech Republic are placed. It is right this Act (the so-called Foreigners' Act) that is of an immense significance for foreigners as it regulates the conditions regarding the arrival and residence of foreigners in the territory of the Czech Republic and their leaving of the country. Therefore, if a foreigner breaches this Act, the Police of the Czech Republic capturing such a foreigner may decide to place him/her into a Facility for Detention of Foreigners. Breach of the Act includes e.g. the following situations: attempt to cross the state border illegally, stay in CR without a valid visa or residence permit, failure to leave CR once the visa validity has expired etc.

There are also other reasons, for which the police may place a foreigner in detention, and in general they can be divided in two basic areas:

1) Detention of a foreigner for the purpose of administrative expulsion:

What does the term “Administrative Expulsion” mean?

- Administrative expulsion means **termination of the foreigner’s stay in the territory of CR and declaration of a ban on the future stay in CR for period from 1 to 10 years;**
- **Decision on Administrative Expulsion** is issued by the Police of CR; the document says for how long you have been prohibited to stay and enter the Czech Republic;

- You are allowed to file an **appeal** against this decision – your guardian (see below) or lawyer of a non-governmental organization regularly visiting the detention facility will help you write the appeal. **The appeal has to be filed within 15 days.**

Why have I been imposed the administrative expulsion? What illegal action have I committed?

- E.g.: you presented a false ID to the police during a border or residence examination; you crossed or attempted to cross the state border hidden; you stayed in CR without a valid document, without a valid visa; you have failed to leave CR once the departure order's validity expired etc.
- *Example: Van (16 years) was checked in the street by the police who wanted to see his papers. As Van was living in CR illegally, yet he said to the police that it had his travel passport with visa at his friend's place, the police detained him and took him to its office in order to make an interrogation and verify his identity. From the computer database the police found that Van had neither a visa, nor a passport. Because Van breached the Foreigners' Act, the police commenced the proceeding on administrative expulsion (so-called residence ban) and transported him into a Facility for Detention of Foreigners.*

2) Detention of a foreigner for the purpose of handover under an international agreement

What does the term “handover under an international agreement” mean?

- With a number of European countries the Czech Republic has entered into international agreements regulating handover of foreigners from one country into other, if these foreigners do not have valid visa for residence in any of these countries.
- *Example: The Agreement that CR entered into with Germany. It says that if a foreigner makes an attempt to enter illegally in Germany through the Czech Republic and he/she is captured by the German police, he/she shall be returned back in the Czech Republic and subsequently placed in detention.*

Can I be detained though I have not got 18 years yet?

Yes. Under the law, the police are also entitled to detain an unaccompanied minor foreigner older than 15 years. It means that if you are over 15, then the police may place you in detention under the same conditions as an adult.

For how long shall I stay in detention?

Regarding the fact that you are a minor the total period you stay in the Facility for Detention of Foreigners may not exceed 90 days (180 days for adults). It means that the maximum period of your stay in detention is 3 months and commences as of the moment the police brought you in the facility for the first time.

What will happen when I turn 18 during the detention?

If you turn full legal age (i.e. 18 years) during detention then the detention period shall be extended to 180 days and you will be treated as an adult person.

Will the police verify my age and how?

Yes. It may happen that the police will not trust your statement that you are younger than 18 years. In such an event you will undergo a medical examination that will determine approximately your real age. A physician will determine your age based on your bone x-rays.

Why am I still in detention? What am I waiting for?

You are in detention as the police make attempts to realize your administrative expulsion, i.e. they make all the effort to terminate your residence in CR and, as the case may be, make you eligible for deportation. Therefore, the police verify your identity, communicate with your diplomatic office (Embassy), seek to arrange your documents for your way home, to find your parents etc. Watch out! This does not apply if you are an asylum seeker. However, this does not mean that you will be released earlier if you decide to apply for asylum while in detention.

- **What will happen when the police will have verified my identity, arranged my substitute travel document and found my parents?** In such event, the police will arrange your way back home and take you to the airport.
- **What will happen if the police fail to find my parents, arrange the documents etc.?** In such event you will stay in CR and after 90 days in detention you will be transferred to a Facility for children – foreigners.

As an unaccompanied minor, do I have any advantages in comparison to adults?

Yes, you have. First of all, the police must appoint a **guardian** who will defend your rights. The second advantage is the **shortened detention period** (i.e. 3 months). And the third advantage is that if the police fail to find your parents or other relatives, they **may not deport you from CR** before you are 18.

Why do I have a guardian and what can he do for me?

Each unaccompanied minor foreigner placed in a Facility for Detention of Foreigners must have a detention guardian. The guardian is appointed by the police. The office of guardian is often carried out by workers from non-governmental organizations who cooperate with interpreters. The aim of guardian is to defend interests and rights of every minor person. Guardian supervises that the police acts in compliance with the law. He writes appeals, legal actions etc. on behalf of the minor. He will explain you your situation and what you might expect in future and who can help you.

Who can I turn to with request for help?

First of all, you can turn to your **guardian** who always acts in your interest. He will help you write the appeal against the administrative expulsion, will advice you whether you should apply for asylum or not and so on. Furthermore, you can ask for a help the lawyers regularly visiting the detention facilities, with whom the guardian often cooperate. You just show them all the documents you have got from the police. **It is important that you carefully keep all the documents that you have got from the state authorities and that you have signed them!**

May I apply for asylum while in detention?

Yes, you can; although only within a definite period. You may apply for asylum within **7 days** from the day the police informed you of this option (i.e. 7 days after you were placed in a Facility for Detention of Foreigners).

What happens if I don't apply for asylum?

If you fail to apply within the seven-day period, then you may apply for asylum once you are released, at the Facility for children-foreigners.

Where will I go, once the police release me from detention?

When your stay in the Facility for Detention of Foreigners is over and you are not 18 years old yet, the police will transfer you in a Facility for children-foreigners. This means, into a children's home with a school for children-foreigners.

While in detention, what should I do and who should I contact if I want to return to my country?

In this respect, you will get help from your guardian or the workers of non-governmental organizations (including, but not limited to the International Organization for Migration, the "IOM"). For more information, see the chapter "I'm 18, what's next".



FACILITY FOR CHILDREN-FOREIGNERS

The Facility for children–foreigners (“FCF”) is a facility providing care to minor foreigners (children and youngsters up to 18 years of age) who stay in the territory of the Czech Republic unaccompanied by their parents or other relatives. This facility also provides care to children-foreigners who have their parents in the territory of the Czech Republic, yet for various reasons their parents are not able to take care of the children themselves.

How does this Facility work?

The Facility for children-foreigners works similarly as the facilities designed for Czech children without parents. The only difference is that FDF is for children who don't speak Czech language.

The Facility for children-foreigner consists of two parts:

- **Diagnostic institute in Prague – so-called Blue School**

- All the children newly coming to the Facility for children-foreigners are first placed in the Blue School.
- An interview in the presence of interpreter is made with each child and it is explained to them how the facility works.
- Each child must undergo a medical examination and interview with a psychologist.
- The children in the facility must attend a school where they learn basics of the Czech language.
- The children stay in the Blue School for two months, after that they are transferred to the Children's Home (so-called Permon).

- **Children's Home in Hříměždice u Příbrami - so-called Permon**

- At Permon, minors stay until they reach full legal age. If they study, they stay until they reach 26 years.
- Within the Permon program, it is possible to attend a special elementary school for foreigners and a two-year high school (practical school).

The Facility for children-foreigners will provide you free of charge with accommodation, food, medical care, education possibilities, hobby clubs, material aid etc. You will also get pocket money.

Why have I been placed in this facility?

You have been placed in the Facility for children-foreigners, because you are not 18 yet and in the Czech Republic you have neither your parents nor other relatives who would look after you. Therefore, the Czech Republic is obliged to look after you and protect you until you reach 18 years, thus becoming an adult person under the Czech law.

All unaccompanied minors are placed in this facility upon a decision of court.

Who is this facility designed for?

It is designed for all minor foreigners being in CR unaccompanied by their parents or other relatives but also for the minors who have their parents in CR, yet for various reasons the parents are not able to look after the children themselves.

The following children will be placed in the Facility for children-foreigners:

- Children from the Facilities for Detention of Foreigners (Bělá-Jezová);
- Children from the reception centres for asylum seekers (Zastávka u Brna, Airport Prague-Ruzyně);
- Children detained by the Police in the street (while stealing, within an ordinary identity check);
- Children who lived in the Czech Republic with their parents, yet currently the parents are not able to look after them (they had to leave the country, they are in hospital or in jail);
- Children who fled the Facility for children-foreigners and the Police captured them, either in the Czech Republic or abroad.

Sooner or later, all the unaccompanied minors staying either **legally** or **illegally** in the Czech Republic will end up in FCF. It is important to know that from the date the court places the minor foreigner in FCF, the **residence of each such minor is legalized until the person turns 18** (regardless whether he/she is an asylum seeker or not). However, once the minor reaches 18 years of age, the situation changes substantially. After that the residence of each young foreigner is arranged on an **individual basis**.

For how long do I have to stay in FCF?

Upon a decision of court you have been placed in the Facility for children-foreigners **until you reach 18 years**. Before that, the facility is obliged to look after you but you have certain obligations as well. You should know that before you reach 18 you cannot leave the facility for good. Of course, it is possible to leave the facility repeatedly for short periods (it is not a jail), yet by a determined deadline you have to come back.

If you escape from the facility, your name will be reported to the Police who will launch a nation-wide search for you.

May I go to visit my friends?

Yes, you may go to see your relatives or friends, however, under certain conditions only:

- **If you haven't turned 18 so far, you must:**
 1. Report to the workers of the Facility for children-foreigners, where you want to go. You must report the name of the person and address where you are going to.
 2. The facility workers will contact your guardian who will let the address be verified and gives his/her approval to the visit (this means that a state officer will visit your relevant relative or friend verifying that this your relative or friend really lives at the given address and that there are suitable conditions for you).

3. If the guardian approves the visits, all that has to be done every time you want to make the visit is that your relative or friend just reports your next visit in time to both the guardian and the Facility for children-foreigners.

- **If you've already turned 18, you must:**

1. Report the address of the place you are going to and the date when you will come back to the facility workers and you must ask for a permit to make the visit.

May I stay at the facility even after I've turned 18?

Yes. It is possible to stay at the Facility for children-foreigners even once you become adult (i.e. once you reach 18 years) based on the **agreement on accommodation** that you will enter into with the facility. However, the precondition is that you must be preparing for your future occupation, i.e. you must be a student. If you are not a student, it is not possible to stay at the facility once you turn 18 any longer (for more information see the chapter called "I'm 18. What's next?").

However, in certain cases you may stay at the facility **until your reach 19 years**. This is if the court decides to extend your placement in the Facility for children-foreigners. This means that the court **postpones the time when you become legally adult by one year** and during this period you will still have a guardian and you must observe the same rules as the others who are still minor.



EDUCATION IN CZECH REPUBLIC

Foreigners who attend school facilities in the Czech Republic may learn and study on the same conditions as the Czech citizens. In the Czech Republic, one can attend either **public schools** (run by the state) or schools run by private entrepreneurs (church schools). The attendance of public schools teaching in Czech is always free of charge. On the other side attendance of **private schools** requires paying the school fee. The public schools hold their education in the Czech language only. In some exceptions, the education in private schools may be hold in foreign languages (English, Russian, German...).

Education system in the Czech Republic:

Primary schools

- provides the basic education and prepare the pupils on the consequential education
- 9 years and is divided into I. level (1. – 5. class) and II. level (6 – 9 class)
- 9 years of attendance is mandatory according to the law

Secondary schools

Types of secondary schools:

- **Apprentice school** – prepare apprentices for manual, rather worker jobs. This programme lasts two to three years and is closed by a school leaving exam. Once finished, the student obtains a vocational certificate.
- **Secondary vocational school** – prepares trainees for practical career, however, at the same time it provides them with a wider general education. There are nursing colleges, schools of commerce, industrial schools. The graduate finishes with a leaving examination.
- **Secondary grammar school** – the main goal of the school programme is to prepare students for university studies or higher vocational studies. The programmes at secondary schools last 4 years and are finished by a GCE examination.
- **Conservatoire** – specific type of secondary school that prepares students for programmes as singing, music, dance or dramatic art. The attendance at this type of secondary school lasts for 6 or 8 years and is finished by leaving certificate.

Foreigners can attend secondary schools on the same conditions as Czech citizens with the exception that they are obliged to pass entrance exams from the Czech language. The applicant must show the ability to speak Czech fluently, usually at an interview.

Other criteria is up the each school (entrance exams may be different at each school)
In the first year of attendance, a foreigner is exempted from being marked in Czech.

Higher vocational schools

- The studies may be charged with fees independently on whether a facility is run by state or private body.
- Enrolled can be only those who have passed GCE examinations
- Programme lasts three to four years and is ended up by non-academic degree “diploma specialist” with the abbreviation DiS.

Universities

- In case a foreigner is able to study in Czech language, the studies are free of charge. In case he/she wants to study in foreign language, the studies require paying school fees.

May I study Czech primary or secondary school?

In the case you entered Czech Republic without valid education from your country of origin and you don't speak Czech properly there is no chance to study at the school immediately after you've entered the Czech Republic. There is one possibility to attend a Special primary school and Two years of practice school that have been running in the Facility for children – foreigners. After you've learnt well Czech language and you are able to continue in your studies at Czech school, you can choose the best fitting school according to your abilities.

What is my study possibility in the Facility for children - foreigners?

There are two schools running in the facility:

- **Special primary school** – the main aim along the basic education is the Czech language. The school is finished by report card that declares the finishing of the school.
- **Two years practical school** – school is focused on special preparation for work. The specialization of this school is culinary works.

Which study advantages has the Facility for children – foreigners?

The advantage of your studies in this facility is in the first place studies immediately after you come into facility and there is no concern if you speak Czech or not. Another advantage is that you finish the school and get the certificate that compensates your studies in your country of origin. This certificate is necessary for your continuing studying or getting a legal work.

After successful finishing the practical school you can apply for a Czech secondary school.

The entrance exams take place in April and if you pass them successfully, you will start studying in September.



I'M 18, WHAT'S NEXT?

A minor foreigner who, upon a court's decision, is entrusted to a substitute upbringing (Facility for children-foreigners) is entitled to stay permanently in the territory of CR until he/she turns 18 years. **All unaccompanied minors placed in a Facility for children-foreigners are thus entitled to a permanent residence in the territory of CR until they turn 18 years.** This is provided directly by the law. However, a problem occurs once the foreigner turns 18 – then it is necessary to seek individual solution regarding the subsequent stay of each foreigner having the full age in the territory of CR.

1. STAY AT THE FACILITY FOR CHILDREN-FOREIGNERS

Do I have to leave the Facility for children-foreigners?

No. In the Facility for children-foreigners you can stay even once you turn the legal age (i.e. 18 years), based on **agreement on accommodation**. This agreement can be entered into between you and the director of the facility. However, the precondition is that you are preparing for a future occupation, i.e. you must be a student. If you are not a student, it is not possible for you to stay in the facility once you turn 18 years of age.

It is right this condition that **you have to study in order to be able to stay further in the facility**, the agreement on accommodation is always concluded for one year only. If you continue your studies, it is possible to re-extend the agreement on accommodation each year again, until you reach **26 years**. Of course, there are also other conditions for you in order to be able to stay in the facility, as e.g. observance of the facility's inner guidelines and rules of behaviour.

On the other hand, if you want to leave the facility, no one will prevent you from doing so.

What if I stop studying?

With respect to the fact that right the study is the fundamental condition for continuance of your stay in the Facility for children-foreigners once you turn 18, termination of your studies also mean termination of your stay in this facility.

2. ASYLUM PROCEDURE

Does the age of 18 affect the asylum procedure?

Even though the proceeding on granting of the international protection might not have been finished so far, turning the age of 18 **does not have any effect on this proceeding**. The asylum procedure continues. By the moment you turn 18, only the office of guardian will be terminated and the guardian will not stand for you any longer. Should you have any

questions or problems, you can ask for a help the **workers of the non-governmental organization** visiting the Facility for children-foreigners. They will answer your questions and help you in solving the problems. Also, upon a power of attorney a lawyer of such organization might represent you in the proceedings on the international protection.

Once you turn the full legal age, you will still stay in the territory of CR based on the **visa for the purpose of proceeding on international protection** ("asylum visa"). The police shall extend this visa's validity until the effective termination of the proceeding.

Should you decide to leave the Facility for children-foreigners, while your asylum procedure is not finished yet, you will be transferred to an **Accommodation centre of the Ministry of Interior for adult applicants for international protection** ("asylum camp"). You can leave this camp anytime and find yourself your own accommodation. **Also the accommodation centres are visited by workers from non-governmental organizations, so you can contact them there too.**

My asylum procedure was finished; what is my residence after I turn 18?

By the fact that you have been placed in the Facility for children-foreigners, your residence is legalized till your age of 18 years only. Once you turn 18, even though you might decide to stay in the facility, you have to obtain the permit or residence in the territory of CR. **The agreement on accommodation itself does not mean your residence in CR is legal.** This agreement just regulates your relation to the Facility for children-foreigners and allows you to stay there, but it does not legalize your stay in the territory of CR.

Therefore, once you turn 18, you must **apply for residence permit**. The Act on Residence of Foreigners regulates a number of various types of residence, for which you can apply. One of these types of residence is designed directly for minor foreigners living in a children's home. Once he/she turn 18, such foreigner may apply for **permit for permanent residence for humanitarian reasons**.

3. APPLICATION FOR PERMANENT RESIDENCE for Humanitarian Reasons

Who will help me legalize my residence in CR once I turn full age?

The application for permit for permanent residence for humanitarian reasons involves a very difficult procedure. It is necessary to submit many documents. Therefore, it is better to ask for help some lawyer of a non-governmental organization providing aid to foreigners and refugees in the territory of CR.

How and where do I apply for permit for the permanent residence?

You can apply for permanent residence for humanitarian reasons **within 60 days after you turn 18**. The Ministry of Interior should make decision on your application within 60 days. Before the Ministry make the decision on your application, you can stay legally in CR.

You apply for the permanent residence for humanitarian reasons directly at the **Ministry of Interior, Asylum and Migration Policy Department** in Prague, at Nad Štolou 3, Prague 7.

Is it a problem if I was given administrative expulsion (ban on residence)?

Yes, this is a problem. The administrative expulsion is a fundamental **obstacle for legalization of your stay in CR** and it is a reason for the application to be dismissed.

First, it is necessary to file an **application for cancellation of validity of the decision on the administrative expulsion**. The application is to be filed at the Foreign and Border Police

Headquarters. You may file the application for cancellation of the expulsion if you are already 18 years old and if the authority for social-legal protection of children (i.e. your former residence guardian) supports this application and writes a report that you, as a foreigner, have been demonstrating attempts to integrate in the territory of CR. **Thus, if this authority writes a report that you are a student, can speak Czech well, make efforts to integrate within the Czech society and are willing to stay in CR, then the Foreign Police can nearly in all the cases cancel the decision on the administrative expulsion.**

Only once the decision on the administrative expulsion (the so-called ban on residence) is cancelled, it is possible to apply for the permit for temporary residence.

What documents do I need if I want to apply for the permanent residence?

You must support your application for the permit for permanent residence with the following documents:

- **Travel document**
- **A document certifying the purpose of residence** – the fundamental document is the verdict of the court, based on which you have been placed in the Facility for children – foreigners (verdict on institutional education). Also, it is important to submit the certificate of study, the supporting reports from the Facility for children-foreigners, from the previous guardian, sport or other clubs etc.
- **Document on provided accommodation** – agreement on extension of stay entered into with the Facility for children-foreigners.

All these documents, except for the travel document, must not be older than 180 days.

In case the application is approved and the permanent residence is permitted, the stamp fee in the amount of CZK 1,000 is to be paid.

What if I don't have a passport?

It is possible to ask the Foreign Police to issue a **travel identity card**. This document is issued by the Foreign Police in exceptional cases, where it is not possible to obtain the document otherwise.

Is it important to study in order to get the permanent residence?

Yet it is not a condition given by the law for filing of the application for residence permit, it is **very important in order to get the permanent residence for humanitarian reasons**. While making their decisions, the Foreign Police investigates whether in your case there are "humanitarian" reasons for granting the permanent residence permit. For minor foreigners entrusted into the care of a Facility for children-foreigners, the main humanitarian reason is their integration in the Czech society. The main proof of the integration is a study in Czech language at Czech high schools and technical schools. **Therefore, studies are of a substantial significance for getting the permanent residence.**

4. RETURN TO HOME COUNTRY

I'm 18 and I want to go back home. What do I have to do?

If you have a valid travel document and financial means for your way back home, there are no problems with your return. You just have to arrange a departure visa at the Foreign Police and then you may leave the country.

If you don't have a valid passport or money for your way back to your home country, you have two options, depending whether you are in position of applicant for international protection or not.

- If you are an **applicant for international protection**, you can ask the **Ministry of Interior** to cover the costs related to your return to the home country. This so-called **application for repatriation** must be filed in the course of the proceeding on international protection. This period includes not only the first-stage proceeding at the Ministry, but also the proceeding on legal action before a Regional Court and the proceeding on appeal of cassation at the Supreme Administrative Court. Till the final decision on the appeal of cassation you can anytime withdraw your application for international protection ("**STOP ASYLUM**") and to apply for repatriation. The Ministry of Interior may also help you through IOM in arrangement of a substitute travel document for your return back to your home country.
- If you **are not an applicant for international protection** you can contact any of the **non-governmental organizations** (e.g. IOM) that will help you get the necessary documents.



LEAVING THE FACILITY FOR CHILDREN–FOREIGNERS

If you decide to leave the Facility for children-foreigners (FCF), it is necessary to take into consideration that from now on you will have to take care of all the things so far arranged on your behalf by the FCF workers. Immediately after your departure you will have to arrange a new accommodation and contact a number of institutions, as the Foreign Police, Health Insurance Company, Labour Office etc. But, let's start from the beginning:

- You must report your **current address** until up to 30 days after leaving the FCF.
- If you don't have a job, it is necessary to **register at the Labour Office**
- You have to **register at the VZP** (General Health Insurance Company) and report your current address to them.
- If you don't have a job nor money, you can apply for contributions in material need, at a municipal authority in the town you live in, at the dept. of social matters

In the following chapters we will advise you how to do it.

1. ACCOMMODATION

One of the first things you will have to arrange once you leave FCF is to find a new accommodation. Even before your leave you should have thought about where you would like to live (whether in a city or in country, in an apartment, house, lodging house etc.) and tried to collect as much information as possible about the chances given. The Internet is a great place where you can find a lot of information. It is important to consider your financial situation and to build your decision upon it. Here, we provide a number of hints that might help you in selecting the most suitable accommodation.

OPTIONS REGARDING ACCOMMODATION

Apartment lease

- This means that you live in an apartment that belongs to someone else (**the apartment owner**) to whom you pay a fee (**rent**) for living in his apartment for a certain period of time. The rent is paid every month. The amount of the rent depends on the town or city where the apartment is situated (e.g. in Prague the rent for apartment lease is higher than in e.g. Píbram) and on the size of the apartment (an apartment having three rooms and a kitchen is usually more expensive than a single room apartment with a small kitchenette) – thus, the rent might amount to CZK 5,000 but also to CZK 20,000 and even more. It is always necessary to make sure whether the total amount includes the electricity, gas and water fee, or whether these services are to be paid separately.

- You can find an apartment for rent on your own or you can contact a **real estate agency** – you will have to pay a **commission** to this agency as remuneration for them for having found a suitable apartment for you. The commission usually amounts to 1-2 monthly rents. Therefore, along with the first rent to the apartment owner you will also have to pay the commission to the real estate agency.
- It is also usual that in addition to the above payments you will also have to pay a refundable security deposit (**key money**) to the owner of the apartment (this is a monetary deposit for the case that you fail to pay a rent or cause any damage to the apartment). This security usually amounts to one or more monthly rents.
- You can lease an apartment alone or with other people – friends but also someone who you don't know (this might be a bit risky).
- Also, you can lease only a room within an apartment, where there are already other people living.
- You will find information about apartments for rent on the following websites:

www.bezrealitky.cz	www.bydleni.cz	www.sreality.cz
www.byty.cz	www.spolubydlici.cz	www.bydlime.cz
www.bezprovize.cz		
- Choose from the website's offer:
 - location (town, region) where you want to look for accommodation
 - type of accommodation – RENT A FLAT/HOUSE
 - type of the property - FLAT/1+1/1+kk/2+1.... (1+1 means that the flat has one room and a separate kitchen, 1+kk has the living room and kitchen altogether)
 - rent (amount of money you can pay)
- If you decide to lease an apartment you will need to enter into a **lease agreement** with the owner of the apartment, which agreement must include the following:
 - Period, for which the apartment is to be leased – agreement can be entered into for a **definite period** of time (the owner of the apartment shall state in the agreement the date till which you can live in the apartment) or for an **indefinite period** of time (the owner shall not state any date and anytime he/she may ask you to leave – then you have a 3-month period, during which you can still stay in the apartment, while you should start looking for a new accommodation);
 - Name, surname, personal no. and address of the apartment owner;
 - Your name, surname and date of birth;
 - **Subject matter** – it is necessary to state that the agreement relates to a lease of apartment;
 - **Rights and obligations** of the apartment owner and the rights and obligations of the lessee (that is you);
 - **Amounts of payments** (rent, power costs and services);
 - **Signatures** of both you and the property's owner

You can find a mock rental contract at the back of this brochure (see Supplements).

You can also sign the contract with a person who is not the property's owner but just rents the flat/house. In this case, you will be signing the so-called sub-tenancy contract with the property's tenant instead of its owner. The owner of the property must, however, give his/her written consent to the subcontract, otherwise the contract is not valid. The person you will be signing the contract with should always present a proof that he/she is the property's owner or that he/she has a **written consent from the owner**.

Purchase of a house or an apartment

- This means that you buy a house or apartment and become its owner. However, this option is very expensive. Purchase of a house or apartment is not a cheap thing in the Czech Republic. The price may amount to even a number of millions of CZK.
- You will find more information on:
www.bydleni.cz www.bydlime.cz www.nemovistosti.cz

Lodging houses

- They provide cheap accommodation in rooms for one or more persons.
- The price per night amounts to approx. CZK 150 to 200 – however, it depends on the number of persons in one room. The more persons in the room, the lower the rent. Thus, the number of the persons may arise up to 10, the price may then decrease to CZK 3,000 or 3,000 per month (however, this always depends on the given lodging house and the town or city where it is situated – in Prague accommodation is more expensive than in smaller towns). In the lodging houses you will be asked to pay in advance.
- The general rule is that accommodation in a lodging house is not expensive but also not very comfortable. It is suitable for a temporary period of time, before you will find some more suitable accommodation. You cannot live with any children at the lodging house.
- Information about lodging houses on the Internet: www.ubytovny.net

Asylum houses

- Facilities for homeless people who found themselves in distress and need a help. The asylum houses offer accommodation for a limited period only – it is a temporary solution of your situation.
- Also in the asylum house you will pay about CZK 2,500 per month.
- You must observe the Asylum house guidelines (daily regime – wake up and light out times etc.).
- Further information on the Internet:
www.azylovedomy.cz www.armadaspasy.cz www.charita.cz

Halfway Homes

- These facilities are for young people 17 – 26 years old who are leaving children's homes, young offenders' institutions or dysfunctional families and found themselves homeless and without any family and social background. You may also take use of these facilities when leaving FCF.
- These facilities provide a temporary accommodation and the professional staff will help you solve your problems.
- Accommodation is usually provided in individual apartments, where a number of young persons live together. They learn how to manage their living independently, work and take care of themselves on their own. A social worker regularly visits the place helping the young people run their household, solve their problems and arrange a variety of their matters at various offices.
- You will be required to observe the Halfway Home rules and guidelines.

- As well as in the case of the asylum houses, this is also a temporary solution only. Majority of the Halfway Homes provide accommodation for a period of 1 year in maximum.
- Here, you will pay a rent too; however it shouldn't exceed CZK 4,000 per month.
- Some Halfway Homes also provide other services, as e.g. **temporary employment**, the aim of which is to help you find an employment and develop the skills necessary for successful finding of a suitable employment.
- You will find more information on the following web pages:
www.dom-os.cz www.opu.cz

www.odchazim.cz (you will find directory of asylum houses and halfway homes in the part "Useful Contacts")

Living with your friends, relatives, acquaintances

- If you decide to live in your friends' or relatives' place, keep in mind that in this case you will need an official certificate of accommodation for the purposes of the Foreign Police and other authorities.
- Therefore, your friends or relatives will not be able to let you stay with them illegally.

!!! ALWAYS ASK WHETHER YOU MAY REPORT YOUR ACCOMMODATION AS THE ADDRESS OF YOUR PERMANENT RESIDENCE!!!

CHANGE OF ADDRESS

If you have found an accommodation, it is important for you to report your new address to authorities. Till now, while you stayed in FCF, your FCF address was stated in all your documents. Now it is necessary to replace the FCF address by the address where you stay now. This address is called the **address of your permanent residence**. You will report it in negotiations at authorities and also mail for you will be delivered to this address.

Who do I have to report to the change of address?

Each change of address must be reported to the **Foreign Police**, namely to the Foreign Police Department appropriate to your place of new residence. If you have a residence permit of you've been granted asylum, the change of your address must be reported at the **Dept. of Asylum and Migration Policy of the Ministry of Interior**, at such local office that is appropriate to your new place of stay (see chapter "Contacts")

What is the deadline for reporting the address change?

You have to report the change of your address within 30 days after you've left the FDF. This applies to every further change of address which you also have to report within 30 days.

What documents do I need in order to report a change of address?

To change the address, you will be asked to submit:

- Either the filled in "**Certificate of provided accommodation**" form that you can collect at any department of the Foreign Police; the signature of the accommodation provider (the person leasing the apartment) on the certificate must be notarized. You must also submit an **Extract from the Real Estate Cadastre**;
- Or a notarized **lease agreement** and an **Extract from the Real Estate Cadastre**.

What is the Extract from the Real Estate Cadastre and where shall I get it?

The Real Estate Cadastre is an official list of owners of all real properties in the Czech Republic and the Extract from this register serves as evidence that the person who signed the lease agreement or the certificate of accommodation is really the owner of the real property and is entitled to lease the property.

You can collect the Extract from the Real Estate Cadastre at the Cadastral Office that is situated in every bigger town. You will find addresses of the Cadastral Offices on the following webpage:

www.katastrnemovitosti.cz

Address of the Prague Cadastral Office: **Pod sídlištěm 9, Prague 8 – Kobylisy (metro station C - Kobylisy)**

The Extract from the Real Estate Cadastre can also be obtained at the Czech POINT kiosks. You can find **Czech POINT** at any municipal and regional office, at some post offices and at a lot of different places.

Addresses of all Czech POINTs can be found at: www.czechpoint.cz

Where can I go if I am in the process of applying for asylum?

If you leave the FCF and your case on granting international protection is still in the course of proceeding, you have the opportunity to go and live to one of the accommodation centres of the Ministry of Interior. At the moment there two, in Havířov and in Kostelec nad Orlicí. For the accommodation in these centres, you can apply at the Administration of Institutions for Refugees at the Ministry of Interior.

What possibilities do I have if I have been granted asylum in the Czech Republic?

You can take the offer of the State Integration Programme:

- Immediately after leaving the FCF, you can apply for accommodation at the Integration asylum centre of the Ministry of Interior, for a temporary period of max. 18 months. The application can be submitted at the Administration of Institutions for Refugees at the Ministry of Interior
- You have the opportunity to get a so-called “integration flat”, i.e. you can obtain a contract for renting a municipal flat. The application for the integration flat can be submitted at the Department of Asylum and Migration Policy at the Ministry of Interior directly from the town you would like to live in. Sometimes, one of the integration flats gets empty, and is therefore offered to the prospective tenants. However, getting the application done might take a very long period of time (sometimes even a couple of years).
- If you find a flat on your own and the owner will agree, the Ministry can contribute to paying the rent for a period not longer than 96 months.

2. WORK

In the Czech Republic, you can start working once you turn 15; if you are younger than 15 years, you can work only in the cases stated in the **Labour Code** (this is an Act regulating rights and obligations of working persons – employees and employers). Once you are 15, you can work within temporary jobs or a usual employment, yet until you turn 18, you are protected by special conditions for employment of **juveniles**.

According to the law, the working hours cannot exceed 40 hours per week. The employer can order overtimes only exceptionally, however, it must not exceed more than 8 hours a week and 150 hours a year. If your employer asks you to work more overtimes, you have to agree with it, i.e. he must write an agreement with you. For working over time, you should always get extra money or extra holidays.

If you have been granted residence permit, asylum or subsidiary protection in the Czech Republic, **you don't need a work permit**. Also, in case you are a family relative of a Czech citizen or a relative of a foreigner with residence permit or asylum, you don't need work permit.

LABOUR OFFICE

What should I do if I don't have a job?

If you don't have a job, you are **unemployed**, and therefore you should register at a Labour Office in the place of your permanent residence. Upon registration you become an **applicant for employment**. Registration at the Labour Office will bring you a number of benefits but you will also have to perform certain obligations. However, that applies only if you have been **granted residence permit or asylum** in the Czech Republic, or **subsidiary protection**, or you hold a **temporary residence permit as a family relative to a citizen of EU**, otherwise it is not possible for you to register at the Labour Office.

What are the benefits of registration at the Labour Office?

Once you become the applicant for employment, the Labour Office will help you find a suitable job (**mediation of employment**). For these purposes the Labour Office keeps **records on applicants for employment** (i.e. on the persons interested in finding a job and actively looking for one) and **records on available jobs**. These records on jobs available can be found directly at the given Labour Office (notice boards) or on the Labour Office's website: www.urad-prace.cz

In addition to the search for a suitable employment, the Labour Office can also offer you a **retraining**. The retraining means that you will obtain a new professional qualification. Thus, e.g. if you are a trained locksmith and you cannot find a job in your field, but you would like to work as a cook, the Labour Office can arrange for you a retraining in this field. The retraining course takes several weeks or months and after completing it you can obtain a certificate on passing the retraining course.

As an applicant for employment, if you meet certain conditions, you are entitled to an **unemployment benefit** (money paid by the Labour Office during the time you cannot earn your own money because you are unemployed). One of these conditions is that you have already worked legally for a period of at least one year.

Another benefit of registration at the Labour Office is that the Labour Office pays the **social and health insurance** on your behalf (you will find more information about the social and health insurance in the separate chapters on these issues).

What obligations I have during my registration with the Labour Office?

Above all, you must **attend** regular meetings with the Labour Office officer.

If you have any **health problems** that might restrict your performance at work, you must notify the Labour Office in this respect.

You must **report** to the Labour Office your **commencement of employment** – once you find a job, you must report it to the Labour Office within 8 days and you must also submit your contract of employment.

Also, you must **report** any **changes** related to your registration at the Labour Office – e.g. you must report a change of address in the event you move, you must provide a due apology for failure to attend a regular meeting, otherwise you will be excluded from the evidence of the Labour Office.

What happens if I do not fulfil my obligations?

The Labour Office may delete you from the records on applicants for employment and thus you will lose all the benefits of the registration.

Can I re-register once I've been removed from the Labour Office records?

Yes, you can; however, you will be filed back in the records on applicants for employment only after 6 months from the date of your removal.

How can I terminate the registration at the Labour Office?

Your registration will be terminated:

- If you start an employment;
- If you file a written request for termination of the registration;
- If you go jail;
- If you are on maternity or family leave.

What other services, in addition to the mediation of employment, does the Labour Office provide?

- **Consultancy** in the area of work market;
- Advices and information related to the **choice of occupation**. This consultancy is designed mainly for pupils and students of elementary schools and high schools who are making their decisions on their future occupations. In this respect, the Labour Office is able to offer a network of high schools and universities, list of apprenticeships, information about entrance procedures, requirements for the individual fields etc.
- Payment of **unemployment benefits**;
- Payment of **social security benefits** (allowances for families with children in social need);
- **Issuance of employment permits to foreigners**.

Do I pay for the Labour Office services?

No. Any and all of the Labour Office services are provided **free of charge**.

SEARCHING FOR A JOB – OTHER POSSIBILITIES

Where else can I look for a job?

Besides the Labour Office, there are also other possibilities how to look for a suitable employment. You can contact any of the labour agencies that will help you find a suitable job. But you can also search for job on your own, on Internet, in newspapers advertisements, or to ask friends whether they don't know about some job. You can also address a specific company, for which you would like to work.

What do the labor agencies offer?

Labour agencies focus on specific jobs. They mediate employment – create databases of available jobs and temporary jobs and offer consultancy.

Some agencies mediate the employments for a fee, other do it free of any charge.

Labour agencies usually have their own websites, e.g.:

www.majora.cz

www.adecco.cz

www.unijob.cz

And what about advertisements?

Adverts represents offer of jobs in press. There are newspapers specializing directly in advertising; e.g. **Profit, Annonce, Avízo**, however, adverts are also in inserts of national or regional newspapers, as e.g. **MF Dnes, Lidové noviny, Hospodářské noviny** etc.

What are the benefits of searching for a job on Internet?

The offer of jobs on Internet is very extensive and the offers are kept up-to-date. You can search by the type of job you prefer or by a city or town where you want to find the job.

Examples of websites where you can find offers of job:

www.jobs.cz

www.sprace.cz

www.hledampraci.cz

www.prace.cz

www.zamestnani.cz

<http://prace.centrum.cz>

www.hotjobs.cz

www.jobpilot.cz

www.portal.mpsv.cz/sz

And what about temporary jobs?

Temporary jobs are excellent if you study and want some additional income. They are also good as a provisional solution when you are unemployed for a long time. Thus you can have a temporary job while looking for a suitable full time employment.

However, if you are registered at the Labour Office as an applicant for employment at the time when you have a temporary job, you must not earn more than half of the current minimal salary, i.e. not more than 4 000 CZK.

You will find information on temporary jobs on:

www.brigady.cz

www.student.cz (for students only)

www.nabrigadu.cz

<http://brigady.vzdelani.cz>

CONTRACT OF EMPLOYMENT

I've found a job. What now?

Now, it is important to enter into a contract of employment with the employer. The contract of employment must state the rights and obligations of you, as an employee, and the rights and obligations of your employer.

What types of contracts of employment exist?

- **Employment Contract** – in the case of this contract the employer is **obliged to pay** on behalf of the employee the regular social and health insurance. Prior to conclusion of the contract the employer shall acquaint the employee with his/her rights and obligations arising from the contract and also with the work conditions and the salary amount.

You will find a model work contract in the section "Supplements".

- **Contract for Work** – this type of agreement is entered into in the event that the number of hours worked does not exceed 150 hours per year. The employer **does not pay** the health and social insurance on behalf of the employee.

- **Agreement to Perform Work** – this agreement is entered into in the event that the number of worked hours does not exceed a half of the normal working hours per month (normal working hours are 40 hours/week). The employer shall **pay** the health and social insurance on behalf of the employee.

What are the necessary particulars a contract of employment should contain?

The contract of employment should contain the following data:

- Name and seat of the employer;
- Specification of the work and place the work is to be performed (what you are going to do and where);
- The date as of which the employment relation begins;
- For how long the employment relations is entered into (definite/indefinite period);
- Determination of the working hours (at what time you will start and end your daily work);
- Amount of salary, date of payment, place and method of the payment of salary;
- Conditions, under which the employment relation can be terminated;
- Job content (what you are going to do at work);
- Length of vacation (according to the law, at least 4 weeks per year)

What is the probationary period and how long is it?

A probationary period can be stipulated in the contract of employment. It is a period, during which you can “try” and learn everything you will need at work. It is also a probationary period for your employer who may “try you out” during this period and find whether you are a suitable candidate for the given job. The probationary period lasts 3 months, unless a shorter probationary period has been agreed. During this time you can give a notice (i.e. leave the job) anytime and without giving a reason.

How can I leave job?

If the work does not suit you for any reason, you may file a written **notice** (it must contain your name, data on the employer and your intent to leave your job) that you bill handover to the employer. By the beginning of the next month the **period of notice** will commence – it will last 2 months. During this period you must still go to work.

Example: You handover the written notice to the employer on 25 June 2010, the period of notice commences on 1 July 2010 and therefore, your employment will end on 31 August 2010.

Is there any other way how to end an employment?

Another option consists in the **agreement on termination of employment**, in which the employee and employer will agree on termination of the employment as of a certain date. Then, as of such date your employment will end.

Can the employer give me the notice as well?

Yes, he can, however, only for serious reasons stated in the Labour Code, which also contains the conditions for the period of notice and other requirements.

What might happen if I work without a contract of employment?

If you work without a contract of employment, it means that you work illegally (on the side). An illegal work represents a lot of risks.

What are the risks of working illegally?

- You may not get the money for the work performed;
- It is at the employer’s discretion only whether you will get a day off and when;

- You might find yourself working 14 hours a day, 7 days a week;
- Employer will not pay the health and social insurance on behalf of you;
- Employer might not let you go to a doctor;
- You can get fined for working illegally during a police check
- You might become victim of an illegal crime structure (you can be blackmailed, your personal freedoms will be limited)

Example: *Ivan (18 years) worked at construction 13 hours a day, 6 days a week. The employer promised him to pay him after 3 months of work. Meanwhile, Ivan fell off the scaffolding and broke his arm and leg. As he worked illegally, the employer did not pay any health insurance for him. Therefore, Ivan was afraid of going to a doctor with his injuries, because he knew he would have to pay to the doctor a huge amount of money in cash. Finally, his friends lent him the money and Ivan promised them to pay the money back to them from his wages. But after this accident the employer sacked Ivan and even refused to pay him the money he deserved for the hours he worked. In the end, Ivan was detained by the Foreign Police and they found that Ivan had stayed in CR without the necessary documents and imposed on him a ban on residence in the length of 5 years. Thus, Ivan had to return to his home country.*

What are the advantages of working legally?

If you work legally (i.e. you and the employer have entered into the contract of employment), the employer shall pay on your behalf the social and health insurance. The employer must observe the law, i.e. it must create suitable conditions for your work, pay you the money (wage, salary) for the performed work, and provide you a leave (holiday) etc. Among other advantages, there is also the certainty of the minimum wage.

The minimum wage is the lowest possible amount that the employer must pay for your work. The minimal salary remains the same in 2010 as since 1st January 2007 and it is 8 00 CZK per month (in the case you work full-time – i.e. 40 hours per week). However, this does not mean that you will get this entire amount. It still has to be reduced by the social and health insurance and the tax, which sums are deducted from the wage.

Whom can I contact, if my employer has not paid for work I have done?

If your employer has not paid you properly for work, or if your employer forces you to work over time, work in harmful or dangerous conditions, work without a right to a holiday or without breaks or rest during the work time, or your employer wants to illegally fire you, you can contact **Labour Inspection Office**.

Addresses of all Labour Inspection Offices can be found at: www.suip.cz

DOING BUSINESS

How to start up a business?

First and foremost, it is necessary to find out whether you need to have, for the activity you want to carry out, a trade certificate or another licence (tax advisor, interpreter), or whether you can do your business without the need of such licence. The **Trade Office** and its branches will provide you with further, more detailed information on what steps to take before you start your business without a certificate. Alternatively, you can ask workers or some of the NGO's operating in the field.

The list of Trade Office branches can be found at: www.zivnostenskyurad.cz

Information needed to start a business can be found at the following websites:
www.jakpodnikat.cz

SOCIAL INSURANCE

What is the social security insurance?

The social security insurance (**social insurance**) means saving of money for a future case of an illness, pregnancy and maternity, retirement age, work-related injury etc. If anything of the above happens and you have been insured, you are entitled to a financial compensation.

Social insurance includes also a sickness insurance and pension insurance.

What is the sickness insurance?

The sickness insurance serves to compensate the wage of a sick employee, employee on maternal leave or an employee taking care for a sick family member.

If you are employed and you get sick, you are entitled to a sickness insurance benefit (sickness benefit), provided that you meet the conditions for such payment. **The sickness benefit** means that for the period of your illness you will not get the wage but you still get certain amount of money. However, the amount you will get is lower than your wage.

Also a woman who gives birth to a baby will receive for a certain period of time the sickness insurance benefits if she was insured before the child's birth. These benefits are called pregnancy and maternity benefits (maternity allowance).

What is the pension insurance?

The pension insurance is designed for compensation of wage in retirement, which is the period when one reaches the retirement age (62 years for men, 57 and more for women). However, the retirement age will go up in the near future, to 65 years. If a person reaches the retirement age and meets the condition of a sufficient time of insurance, he/she is entitled to a pension.

If you work legally for a certain time (15 – 25 years and more), once you get old you will receive money though you will not work anymore. However, the amount (**Old-Age Pension**) that you will receive will be lower than your wage (salary).

Also in the case that you become seriously injured at work and you will not be able to work for a period exceeding one year, you may receive some money (**Disability pension**). Also this amount will be lower than a normal wage.

Who pays the social security contributions?

If you work, the contributions are paid on your behalf by your employer. If you study or are registered at the Labour Office, the contributions are paid by the state. If you neither work nor study or are not registered at the Labour Office, you don't have to pay the social security contributions; on the other hand, thus you deprive yourself of all the advantages you would have if paying the insurance.

Health insurance serves for payment for medical care. See more information in chapter called "**Health issues**"

3. HEALTH ISSUES

DOCTORS

Who is a general practitioner?

The general practitioner is a doctor located within the vicinity of your place of residence who cares for your health if you do not feel well. It is important for you to be registered with such a doctor. It is your right to select a general practitioner of your choice and shouldn't you be satisfied with the provided care you can change the general practitioner anytime. You should register with a doctor right after you leave the FCF. It will be too late to look for one when you become ill.

How do I change my general practitioner?

Usually, you just need to go to the selected new doctor who will request your medical documentation from your original doctor. Before leaving the FCF, you should find out the name and the address of your doctor.

What kinds of treatment is my general practitioner able to perform?

The general practitioner should be able to diagnose the usual and more serious illnesses, to perform the basic treatment or vaccination. If necessary, the general practitioner shall send you for examination to a specialized doctor.

Majority of specialized doctors require recommendation from a general practitioner. However, this is not true in the case of an ophthalmologist, dentist and gynaecologist. You may ask them for help even without a prior recommendation of a general practitioner.

What must I have with me when going to a doctor for examination?

You must have a health insurance card with you; this card is a proof that you have a health insurance.

It is good idea to keep your health insurance card with you all the time. If the card is lost or stolen from you, you must ask your insurance company to issue a new one.

Do I have to pay anything at the doctor's?

If you pay your health insurance, you will be provided with medical care free of charge (except certain performances above the standard care). What you pay is just so-called **regulatory fee**.

- **A fee of 30 CZK is paid:**
 - for appointments during which a clinical check-up was performed
 - for a general practitioner's visit
 - for each item you obtain; cost of such medication need to be fully or partially covered by the VZP (General Health Insurance Company).

- **A fee of 60 CZK is paid:**
 - for each day spent in a hospital
 - for each day of a stay at spa

- **A fee of 90 CZK is paid:**
 - for ambulance service on Saturday, Sunday and Public Holidays, as well as during workdays from 5 PM to 7 AM

If you don't have money and you receive state benefits in material need, you don't need to pay the fee. However, you have to show a proof to the doctor; the confirmation stating that you receive such benefits has to be issued by a Social Department at a Municipal authority. It must not be older than 30 days.

HEALTH INSURANCE

What is the health insurance?

Health insurance is a form of payment for basic medical care that is paid on your behalf by the insurance company to which you regularly pay your monthly contributions. In practice, this means that if you get ill and go to a doctor, you don't have to pay to the doctor in cash; you just present to him your health insurance card. Subsequently, your insurance company will pay to the doctor on behalf of you.

In the Czech Republic, the health insurance is mandatory – this means that every person must have a health insurance.

How do I register for a health insurance?

When you stayed at the Facility for children-foreigners, the state paid the insurance on your behalf. If you decide to leave the facility, it is your duty to register at a health insurance company in the place of your new residence.

NOTE! If, before your arrival to the Facility for children-foreigners, you have already been staying legally in CR (e.g. with your parents or relatives), it might have happened that your parents or relatives did not pay the health insurance for you. In such case a debt of yours has arisen at health insurance company which debt will exist even once you leave the facility. While you stayed at the Facility for children-foreigners, the health insurance was paid for you by the state. However, the state pays the insurance for you only during your stay at the facility. The state will not pay your debts. Therefore, it is good idea to contact the health insurance company immediately after your departure from the facility and to find out whether you don't have there any debt on the insurance.

Example: Lin (20 years) came to the Czech Republic with her parents when she was 15 years old. They all got the permanent residence permit. After a year of staying here, Lin's parents left for their home country due to a work. At the times they were gone, Lin was living with their friends and didn't go to school. One day, while walking in town, Lin was checked by the police and they found that Lin is in the Czech Republic without parents or other relatives. As she was just 16, the police took her to the Facility for children-foreigners. Up to then, no one paid the health insurance for Lin. Yet, Lin did not know that. During her stay at the Facility for children-foreigners the state paid the health insurance on behalf of Lin. When Lin was 18, she left the Facility for children-foreigners and returned to the parents' friends. After that, she received a letter from the health insurance company announcing that Lin owed money on insurance and that she should visit the insurance company as soon as possible. There, Lin found that she owed CZK 12,000 on insurance and CZK 5,000 as a penalty for her failure to pay the insurance in time.

As Lin did not have so much money, she asked the insurance company for the possibility to pay back her debt in instalments. The insurance company agreed and Lin had to pay CZK 1,200 each month. She also filed a request for remission of the penalty. But this request can be granted only after the debtor (Lin) pays the owed insurance in a due and timely manner. Lin had to find a job and each month she sent CZK 1,200 from her wage to the owed health insurance. Due to the fact that she worked legally, the current health insurance was paid on her behalf by the employer. If Lin had not worked, she would have been obliged to pay both the debt and the health insurance on her own. Therefore, in addition to the usual monthly payment of the insurance in the amount of CZK 1,080 she would have also been obliged to pay the owed insurance in the amount of CZK 1,200. After ten months when Lin duly paid the

owed insurance, based on the Lin's request the insurance company remitted the penalty in the amount of CZK 5,000. Currently, Lin still legally works and she has no more debts on the health insurance.

Who pays the health insurance?

If you work, the employer pays the health insurance on behalf of you. If you study or are registered at the Labour Office, the health insurance is paid for you by the state. If you neither study, nor work or are not registered at the Labour Office, you must pay the health insurance on your own, which is about CZK 1,080 per month. However, this amount may change.

What happens if I don't pay my health insurance?

If you don't pay your health insurance, your debt on the health insurance will increase and you will have to pay it anyway. Moreover, you will also have to pay the **penalty** for not paying the insurance in time. In extreme cases, you might even face execution (i.e. confiscations of your belongings and bank account).

You should pay the health insurance in a timely and due manner. The failure to pay the insurance may cause you problems in future, e.g. when applying for citizenship.

Where can I find whether I have any debt on the health insurance and what is the amount thereof?

If you are not sure whether you might have any debt on the health insurance or not, you just go to the insurance company in the place of your residence and they will tell you if you have any debt or not.

What are the other situations where it is necessary to visit the health insurance company?

If you move to a new apartment and **change the address of your permanent residence**, you must go to the health insurance company and report them the change of address.

If you **register at the Labour Office as an applicant for employment**, you must go to the health insurance company within 8 days from the registration and bring also your card of applicant for employment, which card you have been given at the Labour Office.

Exception:

If you find a **job** and enter with your employer into the contract of employment, your **employer is obliged to register** you at the health insurance company within 8 days from the commencement of your employment. Nonetheless, you may contact the insurance company and find out whether the employer really registered you with the insurance company.

4. FINANCIAL AID

In the Czech Republic, there is a system of financial aid (social security) for the case that your income does not reach certain levels represented by the subsistence minimum and existence minimum, which amounts are determined by the state.

SUBSISTENCE AND EXISTENCE MINIMUM

What is the subsistence and existence minimum?

The subsistence and existence minimum is the lowest possible amount of money, for which you are able to live each month (this means to buy food and other things need for living).

What is the amount of the subsistence minimum?

The amount of the subsistence minimum depends on the number of persons living together and their age (the following amounts of the subsistence minimum are valid from 1 January 2007 and also from 1 January 2010):

- For an individual 3,126
- For the first adult person in the household 2,880
- For the next adult persons in the household 2,600
- For a dependent child in the age of:
 - Up to 6 years 1,600
 - 6 to 15 years 1,960
 - 15 to 26 years (dependant = student) 2,250

Subsistence minimum examples:

An individual		3,126
2 adult persons	$2,880+2,600 =$	5,480
1 adult, 1 child in the age of 3 years	$2,880+1,600 =$	4,480
2 adults, 1 child in the age of 7 years	$2,880+2,600+1,960 =$	7,440

The total amount consists of incomes of all the family members living in one household; e.g. if there is a three-person family where only one person works and the income of such person exceeds the amount of the subsistence minimum for the entire family, then the family is not entitled to a financial contribution.

In the case that this amount doesn't reach the subsistence minimum level, the family can ask for the top-up.

What is the amount of the existence minimum?

The existence minimum amounts to CZK 2,020 per month.

If you don't work and thus you are not able to earn even amounts under the subsistence or existence minimum, you may be entitled to various financial or material allowances (**benefits**) or social services provided in majority of the cases by the state.

After leaving the FCF, I have neither job nor money. What can I do?

If you have a residency permit or international protection (asylum, subsidiary protection) or a temporary residence as a family member of an EU citizen, you can turn on the Social Dept. of your local Municipal Office, with an application for **help in material need**. The benefits on help in material need are the following: subsidy for living, housing subsidy, extraordinary immediate help.

Who to turn to in the case of urgent need?

Anytime you need an advice regarding e.g. to what social benefits you are entitled, how to fill in a health insurance company form, recommendation for a doctor, to find addresses of labour offices or anything else, contact the **social workers of any non-profit organization**. Their addresses are stated in the directory at the end of the brochure. In case of need, you can also turn on the **social curator for adults**, whom you'll find at the Social Dept. of your local Municipal Office.

5. GETTING MARRIED

Where is it possible to apply for marriage ceremony?

The application for marriage ceremony is filed at the registry office in the place the marriage ceremony will be carried out.

Where is it possible to collect a marriage ceremony questionnaire?

At the registry office of any municipal authority.

What documents do I have to present in addition to the questionnaire?

- Birth certificate;
- Citizenship document (valid passport);
- Certificate of legal capacity to enter into marriage from the country of origin (legal capacity means that you have reached the age appropriate for getting married and that you are able to act on behalf of yourself);
- Certificate of your marital status from the country of origin (documenting that you are single/divorced);
- Certificate of legality of your stay in the territory of the Czech Republic (issued by the Foreign Police and on the wedding day it must not be older than 7 working days).

All the documents must be notarized and translated by a sworn translator into the Czech language.

During the wedding ceremony, a certified interpreter must assist at the process, whom the fiancées must pay at their own expenses.

Can any of the documents be pardoned?

The registry office may pardon the submission of the stated documents if their procurement is connected with an obstacle difficult to be overcome.

Once having married a Czech citizen, it is possible to apply for residence?

Yes. If you have married a Czech citizen, it is possible for you to file an application for temporary residence at a family member of an EU citizen (CR). After two years of continuous stay in CR, it is possible to apply for the residency permit.

VOCABULARY

Unaccompanied minor – person who is less than 18 years old and who entered the Czech Republic without parents or other legal representatives responsible for the minor under the law and customs.

Guardian – person who is legal representative of the minor during his/her stay in the Czech Republic until the minor reaches 18 years.

Asylum Act (Act No. 325/1999 Coll.) – regulates entrance and stay of foreigner who applies for international protection in the Czech Republic. This Act regulates the asylum procedure as well as the rights and duties of applicants for international protection.

International protection (asylum, subsidiary protection) – protective stay which is provided to refugee in connection with persecution of his/her political rights in the country of origin (the reasons for grant of asylum in the Czech Republic are specified in the Asylum Act).

Asylee – person who has been granted asylum as a form of international protection. Asylum status holder has a permanent residence in the Czech Republic and has the same rights as a Czech citizen (excluding the right to vote and to be elected).

Permanent residence – type of stay in the territory of Czech Republic that provides the foreigner with the same rights as a Czech citizen (excluding the right to vote and to be elected).

Foreigner Act (Act No. 326/1999 Coll.) – regulates the conditions of foreigners' entrance and stay in the territory of the Czech Republic including the departing from the territory of the Czech Republic.

Facilities for detention of foreigners (so-called "Detentions") – The Police is authorized to detain the foreigner because of illegal entrance to the territory of the Czech Republic, for the purpose of forwarding the foreigner under an international treaty and initiation of the proceeding on administrative expulsion.

Administrative expulsion – means termination of foreigner's stay in the territory of the Czech Republic and banning the future stay in the territory of the Czech Republic for 1 – 10 years. Decision about administrative expulsion is issued by the Police of the Czech Republic.

Facility for children–foreigners (Blue School and Permon) – Children's Home that provides care for unaccompanied foreigners (children and young people younger than 18 years) who are in the territory of the Czech Republic without parents or other legal representatives. This facility also cares for the children – foreigners who have their parents in the territory but they are not able to look after them.

Institutional care – means placing a child (younger 18 years) into a care of an institution (children's home, facility for children – foreigners) in the case that the child has no parents or legal representative who should take care for the child. The decisions on institutional care are made by court.

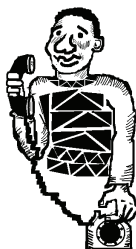
Voluntary repatriation - means a voluntary return to a country of origin or other state. Czech Republic may pay the costs related to the return of an applicant for international protection.

European Union (EU) – international community of majority of the European states. The member states cooperate in various spheres (trade, migration...)

Member states of EU (towards 1. 1. 2007) - Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Ireland, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Malta, Hungary, Germany, Holland, Poland, Portugal, Austria, Romania, Greece, Slovak Republic, Slovenia, Spain, Sweden, Great Britain.

Non-governmental organizations (non-profit making organizations) – organizations focused on beneficial activities, not dependent on the national authorities.

Crime Register – records on all the persons who have committed a criminal offence in the given country.



DIRECTORY

List of organizations helping the refugees and foreigners in Czech Republic:

Organization for Aid to Refugees

Kovářská 4
190 00 Praha 9
tel.: 284 683 545, 284 683 714
fax: 233 371 258
e-mail: opu@opu.cz
<http://www.azyl.cz>, www.opu.cz

OPU - Plzeň branch

Tylova 1, Plzeň
tel.: 377 222 098
mobil: 739 413 989

Association for Integration and Migration

Senovážná 2
110 00 Prague 1
tel.: 224 224 379
fax: 224 239 455
e-mail: poradna@refug.cz
<http://www.uprchlici.cz>

Society of Citizens Assisting Migrants

Mostecká 5
614 00 Brno
tel.: 515 536 356
fax: 545 213 746
e-mail: soze@soze.cz

Counselling Centre for Integration

Senovážná 2
110 00 Prague 1
tel.: 224 233 034
fax: 224 213 426
e-mail: praha@p-p-i.cz
<http://www.p-p-i.cz>

Organization for Aid to Refugees, branch Brno

Leitnerova 9/682
602 00 Brno
tel/fax: 543 210 443
mobil: 731 928 388
e-mail: opu.brno@opu.cz

OPU – České Budějovice branch

Žižkova třída 1
370 01 České Budějovice
tel.: 387 747 281, 739 413 983
Fax.: 387 747 281

Centre for Integration of Foreigners

Kubelkova 55
130 00 Prague 3
tel/fax: 222 713 332
e-mail: info@cicPrague.org
<http://www.cicPrague.org>

Czech Caritas

Vladislavova 12
110 00 Prague 1
tel.: 296 243 330
e-mail: sekretariat@charita.cz
<http://www.charita.cz>

Berkat

Rumunská 24
120 00 Prague 2
tel./fax: 224 941 415
e-mail: berkat@berkat.cz

**United Nations High Commissioner
for Refugees**

Náměstí Kinských 6
P. O. BOX 210
150 00 Prague 5
tel/fax: 257 199 860/1
e-mail: czepr@unhcr.ch
<http://www.unhcr.cz>

Multicultural Center Prague

Vodičkova 36 (Palác Lucerna)
116 02 Prague 1
tel.: 296 325 345
e-mail: infocentrum@mkc.cz
<http://www.mkc.cz>

National Institutions

**Asylum and Migration Policy Dept.,
Ministry of Interior - branches**

Regional office for Prague and Central Bohemia

Praha - Bohdalec

Nad Vršovskou Horou 88/4
101 00 Praha 10
tel.: 974 847 715, 974 847 701

Praha - Letná – only for accepting applications for residency permit based on humanitarian reasons and after 4 years of asylum procedure

Nad Stolou 3
170 34 Praha 7
tel.: 974 833 142

Ústecký kraj – regional office

Ladova 38
400 11 Ústí nad Labem
tel.: 974 420 780, 475 621 511, 475 621 699

Liberecký kraj – regional office

Rýnovická 46
466 01 Jablonec nad Nisou
tel.: 974 474 801, 483 302 789

**International Organization
for Migration – IOM**

Čechova 23
170 00 Prague 7
tel.: 233 370 160, 233 376 790
fax. 233 382 259
e-mail: prague@iom.int, iom@iom.cz
<http://www.iom.cz>

**o. s. Meta
Counselling and Information Centre
for Young Migrants**

Rumunská 29
120 00 Prague 2
tel./fax: 222 521 446
e-mail: info@meta-os.cz
<http://www.meta-os.cz>

Karlovarský kraj – regional office

Krymská 47
360 01 Karlovy Vary
tel.: 353 226 683

Plzeňský kraj - regional office

Americká 3
301 00 Plzeň
tel.: 731 670 553

Jihočeský kraj - regional office

Pražská 23
370 74 České Budějovice
tel.: 974 220 390, 974 220 391

**Královéhradecký and Pardubický
kraj - regional office**

Ulrichovo náměstí 810
500 02 Hradec Králové
tel.: 974 520 781, 974 520 782

Kraj Vysočina - regional office

Vrchlického 46
586 04 Jihlava
tel.: 974 266 830, 974 266 831

Jihomoravský kraj - regional office

Hněvkovského 30/65
617 00 Brno
tel.: 543 213 313

Zlínský kraj - regional office

náměstí T.G.Masaryka 3218
760 01 Zlín
tel.: 974 662 821

Olomoucký kraj - regional office

U Výstaviště 3183/18
750 02 Přerov
tel.: 974 760 390, 974 760 399

**Moravskoslezský kraj
- regional office**

Českosobotská 7
702 00 Ostrava
tel.: 974 720 399, 595 135 901

**Ministry of Labour
and Social Affairs CZE**

Na Poříčním Právu 1/376
128 01 Prague 2
tel.: 221 921 111
fax: 224 918 391
e-mail: posta@mpsv.cz
www.mpsv.cz

Foreign Police Headquarters

Olšanská 2, post box 78
131 51, Prague 3
tel.: 974 841 219
info: 974 841 356, 974 841 357

**Contacts for each departments of
the Foreign Police:**

www.policie.cz/clanek/kontakty-na-reditelstvi-sluzby-a-jednotliva-oblastni-reditelstvi.aspx

Office of Ombudsman

Údolní 39
602 00 Brno
tel.: 542 542 888
fax: 542 542 112
e-mail: podatelna@ochrance.cz
<http://www.ochrance.cz>

Prague 5 Municipality

Social Department
Social Prevention Dept.
Plzeňská 314/115
150 22 Praha 5
tel.: 257 000 677
fax: 257 000 619
www.praha5.cz

Municipal Office of Dobříš

Social Department
Mírové náměstí 119
263 01 Dobříš
tel.: 318 533 374
fax: 318 533 375
www.mestodobris.cz

Labour Offices

PRAGUE

Labour Office of the Capital City of Prague

Domažlická 11
130 00 Prague 3
Central: 221 921 111

Labour office for Prague 1 a 2

Bělehradská 214
120 00 Prague 2
Central: 221 592 351
Arranging jobs: 221 592 352

Labour office for Prague 3

Roháčova 13
130 00 Prague 3
Central: 221 466 780
Arranging jobs: 221 466 771

Labour office for Prague 4, 11, 12

Údolní 1147
140 00 Prague 4
Central: 241 090 066
Arranging jobs: 241 090 055

Labour office for Prague 5, 13, 16 a 17

Štefánikova 21
150 00 Prague 5
Central: 257 286 999
Arranging jobs: 257 286 980

Labour office for Prague 6

Bělohorská 165
169 00 Prague 6
Central: 283 085 650
Arranging jobs: 233 085 671

Labour office for Prague 9, 14, 18, 19, 20 a 21

Sokolovská 14
190 00 Prague 9
Central: 286 019 750
Arranging jobs: 286 019 759

Labour office for Prague 10, 15 a 22

Vršovická 68
101 00 Prague 10
Central: 267 312 332, 267 312 518
Arranging jobs: 267 312 332

Labour office for Prague 7 a 8

Stejskalova
180 00 Prague 8
Central: 284 007 680
Arranging jobs: 284 007 660

Contacts for municipal offices in other
tors can be found at: **www.portal.mpsv.cz/kontakty**

Local job inspectorate for the capital city of Prague

Kladenská 103/105
160 00 Praha 6
tel.: 235 364 006, 235 007 410
www.suip.cz/oip03

Contacts for other branches of the
inspectorate of work can be found at:
www.suip.cz

General Health Insurance Company

Prague

Central branch Prague 1

Na Perštýně 6
110 01 Prague 1
Central: 221 668 111

Branch Prague 3

Orlická 2
130 00 Prague 3
tel.: 221 753 114

Branch Prague 4

Antala Staška 80
140 00 Prague 4
tel.: 261 006 223

Branch Prague 5

150 00 Prague 5
Radlická 1
tel.: 257 320 260

Branch Prague 6

Vítězné nám. 9
160 00 Prague 6
tel.: 224 307 244

Branch Prague 8

Sokolovská 155
180 00 Prague 8
tel.: 284 825 682

Branch Prague- east

Veltruská 586
190 00 Prague 9
tel.: 283 113 111

Branch Prague- west

Kurvírtova 339/5
150 00 Prague 5 - Radlice
tel.: 233 006 111

Contacts for VZP branches in other tors can be found at: www.vzp.cz (click on the link „Pobočky“)

Social insurance

THE CZECH SOCIAL SECURITY ADMINISTRATION

Central ČSSZ
Křížová 25
225 08 Prague 5
tel.: 257 061 111

Kontakty na pobočky ČSSZ lze najít na:
www.cssz.cz/cz/kontakty/krajska-a-okresni-pracoviste/

Lodging houses

www.ubytovny.net
<http://www.ubytovny-v-praze.cz/>
<http://www.levneubytovny.cz/>

Lodging House Siesta

Pod Sancemi 5/443,
Prague 9,
tel.: 266 310 012
fax: 266 310 012
e-mail: hostel.siesta@iol.cz

Halfway Houses

Prague

DOM, o.s. – Open Opportunities House

Braunerova 22
180 00 Praha 8
tel.: 283 840 795
fax: 283 840 877
e-mail: dom.os@tiscali.cz
www.dom-os.cz

Halfway House - OPU

Information at the Organization for Aid to refugees websites – www.opu.cz

Other halfway houses can be found at the following websites: www.odchazim.cz

Halfway House MAJÁK (o.s. ENYA)

Prague 4 - Michle
U Michelského mlýna 25
plevova.majak@centrum.cz
<http://www.enyamajak.cz>
www.enyaorg.cz

Asylum Houses

Prague

La Strada – azyl pro osoby obchodované a vykořisťované

tel.: 222 721 810
P.O.Box 305
110 00 Praha 1

www.armadaspasy.cz
www.charita.cz
www.azylovedomy.cz

Other asylum houses can be found at:
www.odchazim.cz

Hot lines and crisis centres:

La Strada ČR – prevention the trafficking of human beings

P.O.Box 305
111 21 Prague 1
tel.: 222 721 810
e-mail: lastrada@strada.cz
www.strada.cz
SOS/info line: 222 717 171

ROSA (support for female victims of domestic violence)

Podolská 242/25
147 00 Prague 4
tel.: 241 432 466
S.O.S. tel.: 602 246 102
(Po-Pá: 8-18 hod.)
e-mail: info@rosa-os.cz,
poradna@rosa-os.cz

Bílý kruh bezpečí (support of victims of criminal action CR)

U Trojice 2
150 00 Prague 5
Linka Bílého kruhu bezpečí 257 317 110
(nonstop)
www.bkb.cz

Crisis Centre for Children, o.s.

V Zápolí 1250
141 00 Prague 4
tel.: 241 480 511
fax: 241 480 511
e-mail: dkc@ditekriize.cz
www.dkc.cz

Name	Telephone	Focused on...	Working Hours
RIAPS Hot Line	222 580 697	Whole populations, any life crises	Nonstop
Safety Line	800 155 555	Children, any life crises	Nonstop
Confidence Line CKI	284 016 666	Whole populations, any life crises	Nonstop
Confidence Line DKC	241 484 149	Maltreated and abused children	Nonstop
White Ring of Safety	257 317 100	Victims of crime acts help	Nonstop
Dona Line	251 511 313	Domestic violence victims	Nonstop
Counsellor Line K-centrum	283 872 186	Drug-addicted and drug-threatened	8-21 hod daily
Counsellor Line, Prev-centrum	233 355 459	Drug-addicted, socio-pathological phenomenon preventiv	10-15 Mon, Thu, Fri 10-19 Tue, Wed
INFO a SOS Line La Strada	222 717 171	Forced prostitution and exploitation	
Crisis Centre RIAPS	222 586 768	Whole populations, any life crises	
Centre for Crisis Intervention	284 016 110	Whole populations, any life crises	
Crisis Centre for Children	241 480511	Maltreated and abused children	

Contacts for other crisis centres and crisis hot lines can be found at:
www.remedium.cz/vzdelavaci-programy/adresar-krizovych-sluzeb/zobrazit_krizova_centra.php
www.linkyduvery.cz/show.php?sk=8

Job offers on the Internet

www.jobs.cz
www.jobmaster.cz
www.prace.cz
www.sprace.cz
www.hledampraci.cz
www.zamestnani.cz
<http://prace.centrum.cz>
www.hotjobs.cz
www.jobpilot.cz

Voluntary work

www.brigady.cz
www.student.cz
<http://brigady.vzdelani.cz>
www.nabrigadu.cz

Job agencies

www.majora.cz
www.adecco.cz
www.unijob.cz

Accommodation offers on the Internet

www.bydleni.cz
www.sreality.cz
www.byty.cz
www.spolubydlici.cz
www.bydlime.cz
www.nemovistosti.cz

1.

Tenancy agreement **(agreement on renting a flat)**

(template)

Leaseholder:(name and surname, date of birth, birth number, address of residency)

and

Tenant..... (name and surname, date of birth, birth number, address of residency)

enter into this

tenancy agreement:

I. INTRODUCTORY ENACTING

The leaseholder is hereby stating that he is the exclusive owner of the following property: address, n., floor, number of the flat..... .

II. SUBJECT OF THE RENT

The subject of the rent is the flat mentioned in article I.; its total floor area..... m². The flat consists of one room (..... m²), a kitchen (.....m²), bathroom (.....m²), toilet (.....m²) and corridor (.....m²). A cellar space n. (.....m²) is also a part of the flat.

The equipment available in the flat (e.g. bathtub, toilet basin, sink, kitchen desk with kitchen sink and 3 heating bodies)

The leaseholder thereby lets the flat to the usage of the tenant.

Along with a right to use the flat, the tenant has also the right to use the common spaces of the building and the cellar.

III. TERM OF AGREEMENT

Option 1. (for a definite period of time):

The tenancy agreement is to be sealed for definite period of time, beginning from and ending on

Option 2. (for indetermined period of time)

The tenancy agreement is to be sealed from for indetermined period of time.

The tenancy terminates as of the last day of the period agreed. (*when renting a flat for a definite period of time*),

or by agreement written by the two parties,

or by a cancellation submitted by the leaseholder due to reasons stated in § 711 of the Civil Code (e.g. tenants infringes upon good demeanours in the building, tenant did not pay his rent etc.)

or by a cancellation submitted by the tenant without stating the reason with a 3-months notice

IV. RENT

The rent is CZK for each calendar month. The rent will be send once per calendar month, resp. to 15th of the calendar month, to the leaseholder's bank account, n. (*or given in cash*).

The rent does not include fees for the following services linked to the rent: electric energy, water rate, central heating. The fees for the afore-mentioned services will be paid along with the rent by deposit. The deposit for the service fees is CZK. Deposits will be sent once per calendar month, resp. to the 15th day of the calendar month, to the bank account n.

The actual price of the electric energy and the water rate will be set according to the following details:

1. Electrometer installed at the flat and the pricelist of the energy supplier. The current state (level) of the electrometer is, to the day of the beginning of the contract is.....
2. Water gauge installed at the flat and the pricelist of the water supplier. The current state (level) of the water gauge, to the day of the beginning of the contract is.....

The heat energy (central heating) will be divided among all the flats, based on the heat energy consumption in all dwelling units in the building.

The statement of account of the actual prices and deposits will take place (day/calendar month; usually once a year).

V. RIGHTS AND OBLIGATIONS WITH CONNECTION TO TENANCY

Rights and obligations with connection to tenancy imply from the Civil Code, § 687 to § 695.

The tenant is obliged to:

(*for example*):

1. Use the rented space only for living,
2. Not to destroy the flat and the premises,
3. Behave accordingly so that order and quietude remains in the building,
4. Enable for the leaseholder to enter the flat at least once a three months, so that the leaseholder could check the flat's state continuously; the leaseholder will announce this visit in a written form or by a telephone at least a week in advance,
5. Repair damages caused by the tenant or his/her flatmates,
6. Maintain the flat and perform small repairs linked to usage of the flat at his/her own expenses; in need of further repairs immediately contacting the leaseholder,
7. Maintain the flat's surroundings clean (caretaking schedule is usually set)

8. Not to stock toxic and inflammatory substances in the flat (incl. cellar space), in such an amount that could threaten the health and safety of the housemates

The tenant is not allowed to sublet the flat nor perform construction or other works without a written consent of the leaseholder.

VI. Other agreements

The tenant has been made familiar with the state of the flat rented

The flat is thus accepted without defects, available for the tenant to move in and live there immediately, which is confirmed by signing this agreement.

After the tenancy is finished, the tenant will hand over the flat to its leaseholder in the same conditions as of the day of the beginning of the agreement; usual facilities wear is tolerated.

The keys to the flat (incl. keys to the cellar space) mentioned in the article I. of this agreement, were handed over to the tenant when signing this agreement.

VII. DECLARATION OF THE PARTIES

Both parties hereby declare that they have carefully read the tenancy agreement written on the basis of free will and that they agree with its content. As a proof of this, they adjoin their signatures.

Inon.....

.....
leaseholder

.....
tenant

1.

Nájemní smlouva **(smlouva o nájmu bytu)**

(vzor)

Pronajímatel:(jméno a příjmení, datum narození, rodné číslo, adresa trvalého pobytu)

a

nájemce.....(jméno a příjmení, datum narození, rodné číslo, adresa trvalého pobytu)

uzavírají tuto

nájemní smlouvu:

I. ÚVODNÍ USTANOVENÍ

Pronajímatel prohlašuje, že je výlučným vlastníkem následujícího bytu: adresa , č.p. , patro , číslo bytu

II. PŘEDMĚT NÁJMU

Předmětem nájmu je byt uvedený v článku I. o celkové výměře podlahové plochym². Byt sestává z pokoje (.....m²), kuchyně (..... m²), koupelny (..... m²), WC (..... m²) a předsíně (..... m²). Součástí bytu je sklepní kóje č.(..... m²).

Vybavení bytu tvoří (např. vana, WC mísa, umyvadlo, kuchyňská linka s dřezem a 3 topná tělesa)

Pronajímatel tímto přenechává byt nájemci do užívání.

Spolu s bytem má nájemce právo spoluužívat společné prostory domu a sklep.

III. DOBA TRVÁNÍ NÁJMU

Varianta 1. (na dobu určitou):

Nájemní smlouva se uzavírá na dobu určitou, počínaje dnem, konče dnem

Varianta 2. (na dobu neurčitou)

Nájem se uzavírá od dne..... na dobu neurčitou.

Nájem končí uplynutím sjednané nájemní doby (u nájmu na dobu určitou),

nebo písemnou dohodou smluvních stran,

nebo výpovědí podanou pronajímatelem z důvodů uvedených v § 711 občanského zákoníku (např. nájemce hrubě porušuje dobré mravy v domě, nájemce hrubě porušuje povinnosti vyplývající z nájmu bytu, nájemce nezaplatil nájemné atd.)

nebo výpovědí podanou nájemcem bez udání důvodů s výpovědní lhůtou 3 měsíce.

IV. NÁJEMNÉ

Nájemné za užívání bytu činí Kč za kalendářní měsíc. Nájemné bude zasíláno jednou za kalendářní měsíc a to k 15 dni kalendářního měsíce na bankovní účet pronajímatele č..... (nebo předáváno v hotovosti).

V nájemném nejsou zahrnuty poplatky za následující služby spojené s nájmem: elektrická energie, vodné a stočné, ústřední vytápění. Poplatky za uvedené služby budou hrazeny spolu s nájemným zálohově. Záloha na poplatky za služby je stanovena ve výši Kč. Zálohy budou zasílány jednou za kalendářní měsíc a to k 15 dni kalendářního měsíce na bankovní účet č.....

Skutečná cena elektrické energie, vodného a stočného bude stanovena na základě násl. údajů:

3. Elektroměru instalovaného u bytu a ceníku poskytovatele elektrické energie. Stav elektroměru ke dni počátku nájemní smlouvy
4. Vodoměru instalovaného u bytu a ceníku poskytovatele vody. Stav vodoměru ke dni počátku nájemní smlouvy

Cena tepelné energie (ústřední vytápění) bude rozpočítána na jednotlivé byty na základě spotřeby tepelné energie ve všech bytových jednotkách v budově.

K vyúčtování skutečných cen a záloh dojde (den/kalendářní měsíc, zpravidla jednou ročně).

V. PRÁVA A POVINNOSTI SPOJENÉ S NÁJMEM BYTU

Práva a povinnosti spojené s nájmem bytu vyplývají z občanského zákoníku § 687 až § 695.

Nájemce bytu je povinen:

(*například*):

9. Užívat pronajatý byt pouze k bydlení
10. Nepoškozoovat byt a dům,
11. Chovat se tak, aby byl v domě pořádek a klid,
12. Umožnit pronajímateli alespoň jednou za čtvrt roku vstup do bytu, aby pronajímatel mohl stav bytu průběžně kontrolovat; tuto návštěvu oznámí pronajímatel nájemci písemně nebo telefonicky alespoň týden předem,
13. Odstranit závady a poškození, které v domě a bytě způsobil sám nebo ten, kdo s ním bydlí,
14. Provádět na vlastní náklady běžnou údržbu bytu a drobné opravy související s jeho užíváním; potřebu jiných oprav hlásit neprodleně pronajímateli.
15. Udržovat čistotu před svým bytem (stanoven domovní úklidový rozvrh).
16. Neskladovat v bytě (včetně sklepní kóje) toxické a hořlavé látky v množství, jež by mohlo ohrozit zdraví a bezpečnost osob v budově.

Nájemce není oprávněn bez předchozího písemného souhlasu pronajímatele byt dále podnájemat ani v něm provádět stavební či jiné úpravy.

VI. Další ustanovení

Nájemce se seznámil se stavem pronajímaného bytu.

Byt přebírá bez závad způsobilý k okamžitému nastěhování a bydlení, což podpisem této smlouvy potvrzuje.

Po skončení nájmu odevzdá nájemce pronajímateli byt ve stavu, v jakém ho převzal, s přihlédnutím k obvyklému opotřebení.

Klíče od bytu uvedeného v článku I. této smlouvy a od sklepních prostor předal pronajímatel nájemci při podpisu této smlouvy.

VII. PROHLÁŠENÍ STRAN

Obě strany prohlašují, že si nájemní smlouvu sepsanou na základě svobodné vůle přečetly a s jejím obsahem souhlasí. Na důkaz toho připojují své podpisy.

Vdne.....

.....
pronajímatel

.....
nájemce

2.

Notice to quit tenancy

(notice filed by tenant)

(template)

Leaseholder: (name and surname, date of birth, birth number, address of residency)

SUBJECT: NOTICE TO QUIT TENANCY OF FLAT IN BUILDING N. , STREET ADDRESS
....., TOWN

Based on the tenancy agreement signed on, I am renting and using, for indefinite period of time, the flat (e.g. 3 + 1 with equipment) in floor of the building n.in (street address), in (town).

I am hereby giving notice to quit the tenancy of the afore-mentioned flat within the 3 months leave notice, which will commence on The tenancy will therefore finish to

In on

Tenant: (name and surname, date of birth, birth number, address of residency)

.....
tenant's signature

NB: The notice leave must be filed by written form. The notice leave is at least 3 month and commence on the first day of the calendar month after the date the notice was delivered to the second party. E.g. the notice to quit is delivered to the leaseholder on 20.6.2010, notice period will therefore commence 1.7.2010 and will finish in three months, i.e. 30.9.2010.

2.

Výpověď z nájmu bytu

(výpověď daná nájemcem)

(vzor)

Pronajímatel: (jméno a příjmení pronajímatele, datum narození/ rodné číslo, adresa trvalého pobytu)

VĚC: VÝPOVĚĎ Z NÁJMU BYTU V DOMĚ Č. V ULICI..... VE
MĚSTĚ.....

Na základě nájemní smlouvy ze dnemám na dobu neurčitou pronajatý a užívám byt (např. 3 + 1 s příslušenstvím) ve poschodí domu č. p.v ulici v (město).

Nájem uvedeného bytu tímto vypovídám v tříměsíční lhůtě, která počne běžet dnem
Nájem tak skončí k

V dne

Nájemce: (jméno a příjmení, datum narození, adresa trvalého pobytu)

.....
podpis nájemce

Pozn: Výpověď musí být podána písemně. Výpovědní lhůta činí nejméně 3 měsíce a začíná běžet prvním dnem kalendářního měsíce po dni doručení výpovědi druhému účastníkovi. Např. výpověď je doručena pronajímateli dne 20.6.2010, výpovědní doba tak začne běžet 1.7.2010 a skončí po uplynutí 3 měsíců, tedy 30.9.2010.

3.

WORKING CONTRACT

(template)

Employer: (name and registered seat of the employer if it is a legal person, or name or address of the employer if it is a natural person, ID number (IČ), Value added tax identification number (DIČ))

and

employee:(name and surname of the employee, date of birth, birth number, address of residence)

enter into this

working contract:

1. Employment begins on the day(a specific date can be stated; it can also be stated otherwise, e.g. completion of a condition of successfully finished studies etc.)

2. Type of work

3. Place of work(municipality and organization unit of the employer, other details).

4. Term of agreement:

a) indeterminate

b) determinate, until(exact period during which the employment will be performed).

5. It was agreed upon a trial period which is(3 months is maximum).

6. Other agreements:

a) information about the length of recovery allowance when on sick leave, or stating the manner in which compensation on vacation will be measured (or a link to the relevant regulation – Labour Code),

b) details on the notice before terminating the agreement (or a link to the relevant regulation – Labour Code),

c) details on the salary and the manner in which the employee will get paid, salary due, date of payment, place and manner of payment

d) setting weekly working hours and schedule of work (or a link to the relevant regulation – Labour Code).

7. Before engaging in the contract, the employer has made the employee familiar with his rights and obligations that imply from the working contract, working and salary conditions for which he shall perform his work. At the beginning of the work, the employee should also be made familiar with the working order valid at his employer's and with the legal and other regulations that ensuring safety and health protection that must be complied while at work. The employer was also carefully made familiar with the collective agreement and the inner regulations.

8. From the day the employment begins, the employer is obliged to give work to the employer according to the working contract, pay him a salary for his work done, create conditions for successful completion of his working tasks, and observe other working conditions stated by lawful regulations or the collective or working agreement.

9. From the day the employment begins, the employee is obliged, according to the employer's instruction, to perform the work himself according to his working contract in the working hours stated and observe the obligations implying for the employee from the employment.

10. The content agreed upon in this working contract is a subject to change, in case the employer and the employee agree upon its subsequent modification. The modification must be executed in written form only. The employee is to perform different work or at different place other than stated in the contract only in extraordinary cases, stated in reg. n. § 37 a § 38 of the Labour Code.

11. Other rights and obligations of the parties implying from this working contract are abided by regulations of the Labour Code and other directives regulations working relations. This agreement is written in two copies; one of which belongs to the employer, and one to the employee.

In..... on

.....
employee's signature

.....
stamp and signature of the employer

3.

PRACOVNÍ SMLOUVA

(vzor)

Zaměstnavatel: (název a sídlo zaměstnavatele, je-li právnickou osobou, nebo jméno a adresa zaměstnavatele, je-li fyzickou osobou, IČ, DIČ)

a

zaměstnanec:(jméno a příjmení zaměstnance, datum narození, rodné číslo, adresa trvalého pobytu)

uzavírají tuto

pracovní smlouvu:

1. Pracovní poměr vzniká dne(jako den nástupu do práce může být uvedeno přesné datum nebo může být určen i jinak, např. splněním podmínky úspěšného ukončení studia, apod.)

2. Druh práce

3. Místo výkonu práce(obec a organizační jednotka zaměstnavatele, příp. širší vymezení).

4. Pracovní poměr se sjednává na dobu

a) neurčitou

b) určitou do(konkrétní doba trvání pracovního poměru).

5. Sjednává se zkušební doba, která činí(nejdéle 3 měsíce).

6. Další ujednání:

a) informace o nároku na délku dovolené na zotavenou, popř. uvedení způsobu určování nároku na dovolenou (nebo odkaz na příslušný předpis- zákoník práce),

b) údaj o výpovědních dobách (nebo odkaz na příslušný předpis- zákoník práce),

c) údaj o mzdě a způsobu odměňování, splatnosti mzdy, termínu výplaty mzdy, místu a způsobu vyplácení mzdy

d) stanovení týdenní pracovní doby a rozvržení pracovní doby (nebo odkaz na příslušný předpis – zákoník práce).

7. Před uzavřením pracovní smlouvy zaměstnavatel seznámil zaměstnance s právy a povinnostmi, které pro něho z pracovní smlouvy vyplývají, pracovními a mzdovými podmínkami, za nichž má práci konat. Při nástupu do práce byl zaměstnanec seznámen s pracovním řádem platným u zaměstnavatele a s právními a ostatními předpisy k zajištění bezpečnosti a ochrany zdraví při práci, jež musí při své práci dodržovat. Zaměstnanec byl také řádně seznámen s kolektivní smlouvou a s vnitřními předpisy.

8. Ode dne vzniku pracovního poměru je zaměstnavatel povinen přidělovat zaměstnanci práci podle pracovní smlouvy, platit mu za vykonanou práci mzdu, vytvářet podmínky pro úspěšné plnění jeho pracovních úkolů a dodržovat ostatní pracovní podmínky stanovené právními předpisy nebo kolektivní či pracovní smlouvou.

9. Ode dne vzniku pracovního poměru je zaměstnanec povinen podle pokynů zaměstnavatele konat osobně práci podle pracovní smlouvy ve stanovené pracovní době a dodržovat povinnosti vyplývající pro zaměstnance z pracovního poměru.

10. Sjednaný obsah této pracovní smlouvy lze měnit, dohodne-li se zaměstnavatel a zaměstnanec na jeho změně. Změna musí být provedena písemně. Konat práce jiného druhu nebo v jiném místě, než byly sjednány v pracovní smlouvě, je zaměstnanec povinen jen výjimečně v případech uvedených v ust. § 37 a § 38 zákoníku práce.

11. Ostatní práva a povinnosti smluvních stran vyplývající z této pracovní smlouvy se řídí ustanoveními zákoníku práce a dalšími předpisy upravujícími pracovněprávní vztahy. Tato smlouva je sepsána ve dvou vyhotoveních, z nichž jedno převzal zaměstnavatel a druhé zaměstnanec.

V..... dne

.....
podpis zaměstnance

.....
razítko a podpis zaměstnavatele

4.

Employment termination notice

(notice filed by employee)

(template)

Employer: *(name and registered seat of the employer if it is a legal person, or name or address of the employer if it is a natural person, ID number (IČ), Value added tax identification number (DIČ))*

SUBJECT: EMPLOYMENT TERMINATION NOTICE

Based on the working contract, I have been working in your company since..... as

Hereby, I submit the **employment termination notice** according to the Labour Code.

My employment finishes within the two-month notice – to the day of..... .

In On

Employee: (name and surname of the employee, date of birth, birth number, address of residence)

signature

This employment termination notice was delivered to the employer's address on..... .

NB: The termination notice must be filed in written form. The termination notice can be filed with or without stating the reason. The notice leave is at least two months and commences on the first day of the calendar month after the notice was delivered to the second party. E.g. the termination notice is delivered on 20.6.2010, notice leave therefore begins on 1.7.2010 and finishes after two months, i.e. 31.8.2010.

4.

Výpověď z pracovního poměru

(výpověď daná zaměstnancem)

(vzor)

Zaměstnavatel: (název a sídlo zaměstnavatele, je-li právnickou osobou, nebo jméno a adresa zaměstnavatele, je-li fyzickou osobou, IČ, DIČ)

VĚC: VÝPOVĚĎ Z PRACOVNÍHO POMĚRU

Na základě pracovní smlouvy pracuji u vaší společnosti ode dne jako

Tímto podávám dle zákoníku práce **výpověď** z pracovního poměru.

Můj pracovní poměr končí uplynutím dvouměsíční výpovědní doby - ke dni

V dne

Zaměstnanec: (jméno a příjmení zaměstnance, datum narození, rodné číslo, adresa trvalého pobytu)

podpis

Výpověď byla doručena zaměstnavateli dne.....

Pozn: Výpověď musí být podána písemně. Výpověď lze podat s udáním důvodů nebo bez udání důvodu. Výpovědní lhůta činí nejméně 2 měsíce a začíná běžet prvním dnem kalendářního měsíce po dni doručení výpovědi. Např. výpověď je doručena zaměstnavateli dne 20.6.2010, výpovědní doba tak začne běžet 1.7.2010 a skončí po uplynutí 2 měsíců, tedy 31.8.2010.



Organization for Aid to Refugees / Organizace pro pomoc uprchlíkům

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