

Documents required to obtain an employment permit for a permanent worker - legal entity employer

1. reasoned request
2. proof of the legal power of attorney of the person representing the employer before the IGI
3. the registration certificate or registration in the trade register or the registration certificate in the Register of associations and foundations, in the original
4. the fiscal attestation certificate issued by the public finance administration in whose territorial scope the company has its registered or professional headquarters or, as the case may be, the domicile of the employer, regarding the payment of obligations to the state budget
5. the certificate regarding the labor force available for the vacant job, issued no more than 90 days prior to the submission of the application for the employment permit by the employment agency in whose territorial area the employer has its corporate or professional headquarters
6. the job description, the employer's organization chart specifying the filled and vacant positions
7. proof of the publication by means of mass information in Romania of an announcement for the occupation of the vacant job
8. the copy of the minutes drawn up by the employer showing the selection made to fill the vacant job, as a result of the publication of the announcement provided for in point 7, as well as the fact that the foreigner whom the employer intends to employ in the workplace vacancy meets the conditions of professional training and experience in the activity provided by the legislation in force for the occupation of that job
9. firm offer of employment
10. the foreigner's declaration on his own responsibility that he is medically fit to be employed and that he has minimal knowledge of the Romanian language or knows a language of international circulation
11. the foreigner's curriculum vitae and 2 ¾ type photographs of him
12. the authorization document provided for by law, when applicable
13. the foreigner's criminal record or other document with the same legal value, released by the authorities of the country of origin or residence, translated and legalized in accordance with the law.
14. the criminal record of the employer
15. copy of the foreigner's valid border crossing document
16. Fee

Documents required to obtain an employment permit for a permanent worker - natural person employer

1. reasoned request
2. proof of the legal power of attorney of the person representing the employer before the IGI
3. the tax attestation certificate issued by the public finance administration in whose territorial radius the employer is domiciled, regarding the payment of obligations to the state budget
4. the certificate regarding the labor force available for the vacant job, issued no more than 90 days prior to the submission of the application for the employment permit by the employment agency in whose territorial area the employer has its corporate or professional headquarters
5. the job description, the organization chart of the employer specifying the filled and vacant positions
6. proof of the publication by means of mass information in Romania of an announcement for the occupation of the vacant job
7. firm offer of employment
8. the copy of the minutes drawn up by the employer showing the selection made to fill the vacant job, as a result of the publication of the announcement provided for in point 6, as well as the fact that the foreigner whom the employer intends to employ in the workplace vacancy meets the conditions of professional training and experience in the activity provided by the legislation in force for the occupation of that job
9. the foreigner's self-responsible declaration that he is medically fit to be employed and that he has minimal knowledge of the Romanian language or knows a language of international circulation
10. the foreigner's curriculum vitae and 2 ¾ type photographs of him
11. the authorization document provided for by law, when applicable
12. the foreigner's criminal record or other document with the same legal value, issued by the authorities of the country of origin or residence, translated and legalized in accordance with the law.
13. the criminal record of the employer
14. copy of the foreigner's valid border crossing document
15. Fee