

For Ukrainian jobseekers:

Your path to a job in Denmark

Welcome to the Danish job market. This leaflet will provide you with information on how to find a job in Denmark as a displaced person from Ukraine.

Starting your job search

Before you start searching for a job, a few things must be in place.

Apply for residence permit and biometric features

You have the right to work in Denmark as soon as you have applied for residence permit (opholdstilladelse) under the Special Act, and you have had your fingerprints and facial image (biometric features) recorded at the Danish Immigration Service' (Udlændingestyrelsen) Citizen Center. You do however not have the right to work in Denmark if you obviously cannot get a residence permit under the Special Act section 1 or 2. You can read more about the rules and application process at nyidanmark.dk. If you have questions, you can call the Danish Immigration Service on +45 35 36 66 00.

CPR number

If you have a residence permit: The municipality where you are going to stay has to register you in the Central Person Register (CPR) as having moved to Denmark. You will be registered in the CPR under the personal number you were given when you made your residence permit application. It is unique to you and is used for everything from doctor's appointments to employment and payroll. If you need help, you can contact your municipality (i.e. municipality of residence).

If you have not yet received a residence permit: You can contact the Danish Tax Agency to get an administrative CPR-number and tax card. Find more information on this webpage: [When you are from Ukraine and get a job in Denmark \(skat.dk\)](http://www.skat.dk)

NemID/MitID

When you need to communicate digitally with the public sector, you need to be able to identify yourself digitally. You do this with NemID/ MitID, which is your personal eID for login and digital signature. Denmark is in the process of transitioning from NemID to MitID, so you may need both. Much of the communication with the private sector is also done via NemID/MitID. For example, you need NemID/MitID to access your online banking. You can apply for a NemID/ MitID by contacting your local citizen service, which will help you decide what is best for you to start with. How to get NemID borger.dk

Bank and Nem account

In order to receive your salary, you must have a bank account. It is your choice which bank you use. If your bank account is with a Danish bank, your bank can help you designate your account as your NemKonto. You need a NemKonto if you want to receive money from the public sector. Alternatively, you can assign it yourself at nemkonto.dk if you have a MitID or NemID.

Finding a job

The path to finding a job usually involves you sending an application to a potential employer or looking up companies near where you live and offering your services.

Job sites for potential jobs

Denmark has a number of online job sites that bring together vacant positions that an employer needs to be filled. You can find the public job site here: jobnet.dk

Fill out your CV

It is important that you (with the help of your municipality, if necessary) fill out your CV, which you will include when applying for a job. A CV is short document that has information on your skills, work experience and education. Most employers will accept CVs translated into English. You can read more about CVs here: workindenmark.dk

Send in your application

If you choose to send an application, it should include a short personal statement (max. 1 page) and your motivations for applying to that specific job. You can also write a little about your experience and attach your CV to the application as well. Applications are submitted digitally. Otherwise, you can print it out and hand in a physical copy to the employer.

Getting a job

Once you have applied for a job, the company will usually either offer you an interview for the position or inform you that it has been taken by someone else.

Contract

You must have a contract when you get employed; it is a document that sets out your rights and obligations regarding your future workplace.

Pay and employment conditions

It is important that you get yourself acquainted with what the normal pay and conditions are for the job you have been offered. You can always contact a union about your employment. Unions can offer you advice about pay and conditions that are not legal requirements in Denmark, but which have been agreed between social partners. You can read more about pay and working conditions in Denmark here: lifeindenmark.borger.dk

Tax card

You need a tax card when you work in Denmark. If you do not have a tax card, you will pay a temporary 55% tax of your salary, until a tax card has been issued to you. You can read more about how to get a tax card here: skat.dk/ukraine. If you need help, you can call the Danish Tax Agency on +45 72 37 99 09.

You can get an overview of your
job search opportunities at:

JobguideUkraine.dk