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# *Case Studies –* Labour & Contract Law





## Name of theme block: LABOUR AND CONTRACT LAW

### EMPLOYMENT CONTRACTS

(is it linked to a handbook subchapter - if so, please insert the appropriate one)

#### 1. What details should be on the contract?

##### Description of a problem:

You are starting your first job, what details should be on the contract?

##### Case study:

The specific parts and content of a labor contract may vary depending on local laws and regulations, types of contracts, industry standards, and other circumstances of the employment. But usually, the agreement should include essential elements as:

- **Who are signs of contract:** Names and addresses of both the employer and employee. Some countries require also tax numbers and registration numbers of both sides.
- **Start Date:** The date the employment begins.
- **Job Title or/and Job Description:** : The specific position the employee will hold and detailed outline of the employee's duties and responsibilities.
- **Salary:** The base pay rate, including any bonuses or commissions.
- **Payment Frequency or payment data:** How often the employee will be paid (e.g., weekly, bi-weekly, monthly) or when the money will be paid depends on type of agreement.
- **Work Hours:** The standard workweek, including start and end times or data when the work should be done depending on type of agreement.
- **Vacation:** Are there any vacation days included, the amount them.



- **Health Insurance information's:** Is the employer offers health insurance depends on type of agreement and country.
- **Retirement Plan:** If the employer offers a retirement plan, the details of the plan - depends on type of agreement and country
- **Other Benefits:** Any additional benefits, like life insurance or employee assistance programs.
- **Termination Clause and Notice Period** The conditions under which either party can terminate the employment relationship and the required notice period for termination by either party - depends on type of agreement and country.

## Connected links

1. [https://europa.eu/youreurope/business/human-resources/employment-contracts/index\\_en.htm](https://europa.eu/youreurope/business/human-resources/employment-contracts/index_en.htm)
2. <https://www.eurofound.europa.eu/en/european-industrial-relations-dictionary/contract-employment>
3. <https://accorde.pl/New-guarantees-and-labour-rights-for-workers-in-the-EU-from-2023.html>

## References

1. [https://europa.eu/youreurope/business/human-resources/employment-contracts/index\\_en.htm](https://europa.eu/youreurope/business/human-resources/employment-contracts/index_en.htm)
2. <https://www.eurofound.europa.eu/en/european-industrial-relations-dictionary/contract-employment>
3. <https://accorde.pl/New-guarantees-and-labour-rights-for-workers-in-the-EU-from-2023.html>



## Name of theme block: LABOUR AND CONTRACT LAW

### 2. How to write a CV for your first job?

#### Description of a problem:

You apply for your first job, and in the job offer you come across a request to send a resume. How to write it, what information should it contain

#### Case study:

Creating a CV can be an individual matter, and very much depends on the industry and position you are applying for. There are, however, a few common principles that you can follow

- **Personal Details:** Include your full name, email address, phone number in some countries its also required to add your home address
- **Professional-looking headshot:** in some countries its required to add a photograph of a person's face or head and shoulders on the document – but be careful in some country it can ban your application from the recruitment process
- **Career Objective:** A concise statement summarizing your career goals and the value you can bring to a potential employer.
- **Skills:** List your technical skills, soft skills, and any certifications or licenses you hold.
- **Work Experience:** Highlight your previous jobs if starting with the most recent you don't have previous experience you can add voluntary work, or other activities you conduct. Remember to Include the company name, job title, dates of employment (at least a years). You can add short description of a key responsibilities and achievements.
- **Education:** List your educational qualifications, including degrees, schools, and graduation dates.
- **Add Projects or other Achievements:** Mention any awards, honors, or notable accomplishments or project that you participated that demonstrate your skills and abilities.

Remember to ensure your CV is free of errors in grammar, spelling, and punctuation. Have someone else proofread it for you as well. Also aim for a CV that is no longer than two pages.



### Additional Tips:

- Customize your CV for each application by highlighting the skills and experiences most relevant to the specific job requirements.
- Use a professional font and font size – it can be Times New Roman or Calibri in size 11 or bigger
- Keep your CV visually appealing with consistent formatting and spacing.
- Use keywords from the job description to increase your chances of being selected for an interview.
- Consider using a paid or free CV builder tool to help you create a professional-looking document.
- Don't be afraid to step out, use colors or icons if the industry prefers creativity.

### Connected links

1. <https://resume.io>
2. <https://www.myperfectresume.com/>
3. <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cv>
4. <https://europass.europa.eu/en/create-europass-cv>

### References

1. <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cv>
2. <https://europass.europa.eu/en/create-europass-cv>
3. <https://nationalcareers.service.gov.uk/careers-advice/cv-sections>



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### 3. Preparing for a Job Interview

#### Description of a problem:

Your CV has caught the eye of the employer, and he has invited you for an interview - what documents to bring and how to prepare for the interview?

#### Case study:

##### How to prepare for a Job Interview

Preparing for a job interview can be stressful, but with the right preparation, you can increase your chances of success.

1. **Research:** before the meeting read and ask about the company. Try to get to know the Company culture, the company's values, mission, and work environment.
2. **Find out the job requirements:** Review the job description carefully and identify the key skills and qualifications they are looking for. Try to find the examples of them in you previous experience.
3. **Remind yourself what position you are applying:** try to answer why your experience and qualities make you the best candidate
4. **. Practice Common Interview Questions:** Prepare answers to common interview questions, such as "Tell me about yourself," "Why are you interested in this position?" and "What are your strengths and weaknesses?", "Why would You like to work with us?"
5. **Prepare Your Own Questions:** Prepare a few questions to ask the interviewer to demonstrate your interest in the position and company.
6. **Practice:** Practice your answers out loud to become more comfortable with your responses. By doing this pay attention to your body language, maintaining eye contact and using open gestures.
7. **Remember about first impression:** Dress professionally and appropriately for the company culture. Usually, it means business casual or a smart casual
8. **Punctuality:** Plan your route and arrive at the interview location early to avoid stress.
9. **Take your CV with You**



## Connected links

1. <https://www.indeed.com/career-advice/interviewing/how-to-prepare-for-an-interview>
2. <https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them>
3. <https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>
4. <https://nationalcareers.service.gov.uk/careers-advice/interview-advice>

## References

1. <https://nationalcareers.service.gov.uk/careers-advice/interview-advice>
2. <https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them>
3. <https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>



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### 4. Finding job vacancies

#### Description of a problem:

How and where to look for a job?

#### Case study:

Looking for a job, especially the first one, can seem difficult. However, there are sites and tools designed to make this task easier and shorten the whole process.

1. **Job boards** - are websites that list job vacancies. Some boards advertise a broad range of jobs. Some only advertise jobs in a specific industry. Most of these websites allow you to apply online with a copy of your CV and cover letter. The Job boards usually are different for every country. Sometimes they can even be run by government, local governance or special state offices. Many job boards let you sign up to receive email alerts when an organization publishes a new job vacancy. Usually You are able to personalize these to match your location, skills and experience or the type of work you're looking for.
2. **An employer's website** - Many employers recruit through their own company websites aseptically a big company's or those obliged to do by law (in some countries public institutions like school, universities, offices). Check at their careers pages and follow them on social media to check for vacancies.
3. **Recruitment agencies:** they are usually private organizations helping find the right people to fill their job vacancies. Some specialize in particular industries, like healthcare or logistic. Checking their website first to see what kind of jobs they advertise.
4. **Networking sites:** You can look for a job vacancy on networking sites like Facebook or LinkedIn. You can even apply through your LinkedIn profile or upload your CV. Remember to keep your profile updated and make it as appealing as possible to recruiters.
5. **Professional networks:** Attend industry events, conferences, and meetups in real live. You can also connect with professionals in your field and join relevant groups on Facebook, LinkedIn or professional forums and chats.





6. **Local council or other government office websites:** Depending on the country, there are special government or municipal job centers. On their websites, there are job advertisements and information about opportunities to improve your qualifications.
7. **You can speak to employers directly:** You can contact them by email, phone or visit in person. Sometimes this is not possible to stop by and ask so try to make an appointment before you visit. Ask the managers, supervisors or HR officers about potential job opportunities, be ready to hand in your CV if they ask for it.
8. **Job fairs:** They are events where recruiters meeting potential employees. They are popular especially at schools, colleges, universities, careers centers, training organizations but also others. You can search online for upcoming job fairs in your city they are often advertised online, in social media or in local press. Sometimes they may take place virtually.
9. **The old-school way - magazines, journals and newspapers:** there are jobs announcements in your area in magazines, journals and newspapers. The printed once and in online versions.

## Connected links

1. <https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies>
2. <https://www.indeed.com/career-advice/finding-a-job/best-ways-to-find-a-job>
3. <https://novoresume.com/career-blog/>
4. <https://myfuture.edu.au/career-articles/details/11-places-to-search-for-jobs>

## References

1. <https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies>
2. <https://www.indeed.com/career-advice/finding-a-job/best-ways-to-find-a-job>
3. <https://myfuture.edu.au/career-articles/details/11-places-to-search-for-jobs>



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### 1. Ways to get work experience

#### Description of a problem:

How to gain work experience to get your dream job?

#### Case study:

**1. Volunteering:** in particular in the sector you want to work in offers opportunities to develop skills, network, and make a positive impact. For example, if you dream of working in a veterinary clinic, you could start by walking dogs as a volunteer or socializing dogs in a shelter. This will allow you to get to know the industry better and make contacts.

**2. Internships:** Can be a great way to gain hands-on experience and explore career paths. Usually, internships are regulated by law as a paid periods of work experience. It can be realized in the for-example summer.

**5. Online Courses and Certifications:** Enhance your skills through online courses and certifications. many platforms and universities offer free micro courses leading to the confirmation of skills development. These are particularly valuable at the start of a career.

**6. Networking:** Attend industry events, join online groups, and reach out to people in your desired field.

**7. Temporary or Part-Time Jobs:** Consider temporary or part-time jobs to gain experience and explore different industries.

**8. Work shadowing:** it gives you a chance to watch someone's for a day or more. It can be useful to find out about a job role

**9. Insight events - they** are usually organized by companies or careers organizations. You can spend a day or more finding out about a specific sector or company. They are often offered for students of finance, law and IT



**10. Gap year and year abroad experience** – many charities offer gap year and work abroad experiences. Volunteering during a gap year can be a valuable experience that can help you find a job in the future because of skills development, gain experience, networking opportunities and personal growth.

## Connected links

1. <https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience>
2. <https://www.theheadhunters.ca/blog/9-ways-to-gain-work-experience/>
3. <https://www.indeed.com/career-advice/career-development/how-to-get-job-experience>
4. <https://www.nsw.gov.au/employment/my-career-planner/getting-a-job/your-first-job/how-to-be-job-ready/gain-real-work-experience>

## References

1. <https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience>
2. <https://www.theheadhunters.ca/blog/9-ways-to-gain-work-experience/>
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