



GIPUZKOA NEEDS YOU



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0. INTRODUCTION

Nowadays, looking for a job in Gipuzkoa is not an easy job. Anyway, many public institutions offer their employment and guidance services to every person who is looking for a job.

First of all, it's necessary to be older than 16 to be able to work. Before this age it is completely forbidden to sign a contract.

Knowing Spanish is basic to start working. In some jobs, speaking Basque is very important. Anyway, it depends on the requirement for the concrete job.

In this guide you can find many options to look for a job, through public labour services, private companies, media or creating you own enterprise.

1. WHAT AND HOW TO DO

1. Think.

When we're looking for a job, we have to keep a positive attitude. You have to be realistic, and knowing that there are difficulties, but it is not impossible. We shouldn't become discouraged if we don't get it the first time.

2. The planning.

It's very important to save all the documents (offers, demands, answers, etc.) very clear and tidy. It will help you if you decide to take an agenda with you to write all the things you think you will need in the future, when you're revising all the information (dates, addresses, telephone numbers, where we have been...)

3. Taking information.

It can be a good idea if you take all the information of the labor market in your area. To do that you can go to different public institutions or to personal contacts like friends, family, etc. You can search in the local newspaper to know about the situation in your area.

4. Cover letter.

Here you can find some advice to write a cover letter:

- The letter must be written correctly.
- It should be short, maximum one sheet of paper.
- You can write down your professional objectives and how you want to focus your career.

5. Curriculum vitae.

It's very important to be concrete and to mention all the things you consider important. You have to be clear and tidy. Your CV's extension can't be more than two pages. It's not necessary to write down the date, but should be as up to date as possible.

Here you have the steps:

- **Main information:** Write your 'Name, Surnames, address, ID, birth date and different ways to contact you.
- **Studies:** Put what kind of studies you have. And put where and when you have done them.
- **Languages and Computing:** Explain all the languages you can speak and write, and your level. If you have an official academic qualification or you have been studying or working abroad mention it. For computing, tell what kind of computer programs you know how to use.
- **Working experience:** Put here the companies you have been working for, which were your tasks, and the period of time. It's interesting to show in the CV every kind of grants and training you have done.
- **Additional information:** In this section you can put different responsibilities you have had.
- **Other interesting information:** You can use this section to explain all the information you can not put in the rest of the sections, like availability to travel, driving license, etc.

It's up to you to decide if you're are going to attach a photo in your CV. If you do, try to add a neutral photo, not a cut out of another photo.

Now, you have to decide what kind of distribution are you going to use. You can use a 'massive method' sending a standard CV to different companies. You can also use a

concrete CV if you are going to answer to a specific offer.

6. Personal care.

In a selection process it's very important to show a correct personal care. It depends on the company you have to offer your services.

7. Selection tests.

Some companies usually prepare some selection tests for the candidates. We can divide them into two kinds of tests: The first one, the aptitudes tests weigh up your intelligence and numerical and verbal reasoning. In the second test the company gives you different situations, and the intention is to weigh up the answer of the candidate to face them up.

These kinds of tests are written and do not have correct or incorrect answers.

8. Work interview.

Work interview is probably the most important part of the selection process.

- You have to look for information of the company before going to the interview to know more about them.
- You have to feel safe in front of them.
- You can't criticize places or companies you have worked before.
- Don't lie, be honest.
- When you finish the interview, you will probably have the opportunity to ask for more information about the company, your tasks, etc.

9. Learning on the phone.

You will probably need to use your phone during the process to keep in touch with the company. Here you have some advice:

- We have to know which person we have to talk to and his relevance on the company charts.
- You have to keep all information near you during the phone call, like your CV, papers, pen, etc.
- You have to concrete the date of the interview.

10. Decision.

The companies have two different ways to do the selection process. One, internal process, and the second one, the external process.

2. WHERE TO GO

- **Public employment offices**

The Spanish state's structure makes some regions have transferred their own public services. This is the case of the Basque country. It has its own public employment service completely independent to Spanish employment service (*SEPE*). That's why, even if *SEPE*'s web page shows their offices' addresses in the Basque country, in reality, these offices are administered by the Basque employment service.

This service is called *Lanbide* and, even if it's independent to Spanish labour services, it works together with the Spanish labour ministry and offers different services linked with employment in offices along the main cities in the province [\[1\]](#).

City councils also provide employment guidance. The majority of the councils in Gipuzkoa have their employment offices working together with *Lanbide* [\[2\]](#). In some towns, there is not any autonomous employment service, it's part of the structure of the local government. Anyway, if we try to look for a job through local services, we have to go to the city council to get enough information.

- **Private companies**

There are companies specialized in intermediate between the jobseeker and the person who is offering the job. The most known intermediary companies work online [\[3\]](#). Anyway, a popular and very useful resource is the temp agency [\[4\]](#). These agencies use to charge a commission because of the intermediation service.

The offered conditions are not the best and contracts often must be renewed every week, but it's an easy and quick way to have a job and get experience, something that has a capital weight for many companies.

- **Media**

Another way to look for a job is to check newspapers. It's usual to see companies' or business people's announcements offering job vacancies or people's announcements asking for a job.

This announcements can be found in newspapers published in whole state, in the autonomous region, in the province and in most of the local newspapers in Gipuzkoa.

The variety of these announcements depends on the level of the publication. Of course, if you are looking for a job in a specific town, it's better to do it in a local or provincial newspapers. Anyway, not all of the newspapers publish job vacancies; some or them show them on their web pages [\[5\]](#).

Also, Spanish public television offers advice and help to job seekers broadcasting a TV programme called "Aquí hay trabajo" and is shown on the 2nd channel of the Spanish state TV (TVE). On this show, viewers are informed about job vacancies in different points of Spain and basic information about how to apply for, how to write a Curriculum Vitae for a job or what to do in a job interview.

3. WHAT ABOUT SELF EMPLOYMENT

There are different ways to find a job in Gipuzkoa. This is the figure of self-employer. This figure was very extended in Basque Country, as well as in Gipuzkoa. Self-employers usually are professionals working for themselves.

First, you have to know that there are offices where you can ask for information about how to become a self-employer.

Second, you have to hand in your VAT in the Treasury administration. You only have to hand in the official model and your FIN before you start the activity.

Third, you have to pay IAE (economical activity tax). Then, you have to hand in the official model to the public administration office of the place. You have a month since the beginning of the activity.

Fourth, you have to affiliate in self-employers regime. To do this, you have to hand in some documents. The first , the official 'affiliate document', the second, the health certificate, the third, a photocopy of IAE, and finally your FIN photocopy.

Fifth, you have to ask for the visit book. You have to hand it in Social Security office, before you start the activity.

- **New entrepreneurs**

Gipuzkoa's Provincial Council gives young entrepreneurs the resources to start your own business.

You can find information in the Provincial Council of Gipuzkoa or, also, by phone (943 112 287). And if you want you can also ask for information in – mail:

mgabilondo@gipuzkoa.net. Department for Innovation and the Knowledge Service for the promotion of knowledge and business.

- **Development agencies**

Basque Government, through the autonomous government's 328 / 2003 Decree of December 23rd, supports the Entrepreneurial Culture and Enterprise Creation [6]. This support is materialised through the development agencies. These agencies provide personal attention, information on the labor market, academic vocation, vocational training, etc. If you are interested on this kind of employment, you can get more information at their offices [7] or in different public entities. [8]

If you are looking for finance for your company, you can go to savings bank or banks. They usually have special financing methods for people who is trying to create their own companies. Banks or Saving banks as Kutxa, La Caixa, Caja Laboral, etc.

- **Support for development**

→ **Internationalization**

[Grants and Subsidies Internationalization Program](#)

→ **e-Gipuzkoa: SMEs**

[Grants and Subsidies of the e-Gipuzkoa: SMEs](#)

Appendix 1: Lanbide offices in Gipuzkoa

Town	Address	Zip code	Phone number	E-mail address
Arrasate	4 Navarra avenue	20500	943 797 145	arrasate-mondragon@lanbide.net
Azpetia	6 Urola street	20730	943 150 402	azpetia@lanbide.net
Beasain	1 Gipuzkoa square (Urbietta building)	20200	943 880 548	beasain@lanbide.net
Donostia	14-16 Marino Tabuyo street	20013	943 101 295	donostia-gros@lanbide.net
	58-60 Zarautz avenue	20018	943 312 644 943 316 382	donostia-antiguo@lanbide.net
Eibar	9 Victor Sarasqueta street	20600	943 127 288	eibar@lanbide.net
Irun	n/n Basurko street	20300	943 611 323	irun-sanmiguel@lanbide.net
Lasarte-Oria	5 Donostia avenue	20160	943 366 032 943 360 283	lasarte-oria1@lanbide.net
Orereta	14-16 Maurice Ravel street	20100	943 340 895	errenteria@lanbide.net
Tolosa	3B Larramendi street	20400	943 672 577	tolosa@lanbide.net
Zarautz	13 Araba street	20800	943 130 360	zarautz@lanbide.net
Zumarraga	3 Nafarroa square	20700	943 725 885	zumarraga@lanbide.net

www.lanbide.net

↑ Back to *Public employment offices*

Appendix 2: Municipal employment offices

Town	Address	Zip code	Phone number
Andoain	Goikoplaza s/n	20140	943 300 830
Arrasate	Herriko Plaza s/n	20500	943 252 000
Azkoitia	Pza/ Aizkibel 16	20720	943 851 100
Beasain	Pza/ San Martín Loinaz 1	20200	943 028 050
Bergara	Pza/ San Martin Agirre 1	20570	943 779 100
Deba	C/ Portu 1	20820	943 192 840
Donostia	C/ Ijentea 1	20003	943 481 000
Eibar	Pza/ Untzaga 1	20600	943 708 400
Elgoibar	Pza/ Fueros 1	20870	943 741 050 943 744 414
Eskoriatza	Pza/ Fernando Eskoriatza S/n	20540	943 714 407
Hernani	Gudarien plaza 1	20120	943 337 000
Hondarribia	Kale Nagusia 20	20280	943 111 213
Lasarte-Oria	Kale Nagusia 22	20160	943 376 055
Legazpi	Pza/ Patrizio Etxeberria 3	20230	943 725 829
Oiartzun	Pza/ Done Eztebe 1	20180	943 490 142
Oñati	Pza/ Fueros 1	20560	943 780 411
Ordizia	Kale Nagusia 26	20240	943 885 850
Orereta	Herriko plaza s/n	20100	943 449 600
Pasaia	C/ San Juan 19	20110	943 344 034
Tolosa	Pza/ Zaharra	20400	943 697 500
Urretxu	C/ Iparraguirre 20	20700	943 038 080
Usurbil	Pza/ Joxe Martin Sagardia s/n	20170	943 371 951
Zarautz	C/ Iturribide 28	20800	943 005 100
Zumaia	Pza/ Fueros 1	20750	943 865 025
Zumarraga	Pza/ Euskadi 1	20700	943 729 022
↑ Back to <i>Public employment offices</i>			

Appendix 3: Private companies

Private companies	
Adegilan Euskolana Infoempleo Jooble Monster Quiero Empleo	Bilalan Infojobs Laboris Opcion Empleo Trabajar.com

[↑](#) Back to *Private employment offices*

Appendix 4: Temp agencies

	Address	Phone number	Web site
Ikolan Lanaldi	C/ Sempere 7 6 th office, 20200 Beasain	943 162 048	[1]
W-Zitap	Paseo Zarategi 31, 20013 San Sebastian	943 327 822	[2]
Adecco	C/ Fuenterrabia 20, 20005 San Sebastian	943 474 059	[3]
	C/ Ferrerías 2, 20500 Arrasate	943 712 692	
Workers consulting	C/ Prim 14, 20006 San Sebastian	943 463 953	X
Mainpower	Paseo Fueros 4, 20005 San Sebastian	943 423 988	X
Unique	Av/ Garibai 3, 20500 Arrasate	943 773 043	[4]
	C/ Loiola 13, 20005 San Sebastian	943 440 818	
Flexiplan	C/ Iztueta 7, 20001 San Sebastian	943 284 422	[5]
	Portuetxe 51, 20018 San Sebastian	943 317 010	
Bicolan	Paseo Colon 1, 20002 San Sebastian	943 292 918	[6]
Ananda	C/ Azpeitia 7, 20010 San Sebastian	943 463 046	[7]
Forsel	C/ San Bartolome, 20007 San Sebastian	943 425 103	[8]
Alta Gestion	C/ Camino 5, 20004 San Sebastian	902 464 850	[9]
Denbolan	C/ Idiakez 13, 20004 San Sebastian	943 440 842	[10]
	Luis Mariano 2, 20302 Irun	943 639 975	

[↑](#) Back to *Private employment offices*

Appendix 5: Table of different Media

National circulation newspapers			Provincial circulation newspapers		
Name	Language	Web page	Name	Language	Web page
ABC	Spanish	www.abc.es	Berria	Basque	www.berria.info
El Mundo	Spanish	www.elmundo.es	Deia	Mostly Spanish	www.deia.com
El País	Spanish	www.elpais.com	El Diario Vasco	Mostly Spanish	www.diariovasco.com
Público	Spanish	www.publico.es	Gara	Mostly Basque	www.gara.net
La Razón	Spanish	www.larazon.es	Noticias de Gipuzkoa	Mostly Spanish	www.noticiasdegipuzkoa.com
Local or regional circulation newspapers					
Name	Work area	Language	Web page		
Hernaniko Kronika	Hernani	Basque	www.kronika.net		
Goierriko hitza	Goierri and Urola Garaia ¹	Basque	www.goierrikohitza.info		
Irutxuloko hitza	Donostia/San Sebastian	Basque	www.irutxulokohitza.info		
Oarso Bidasoako hitza	Oarsoaldea and Behe Bidasoa ²	Basque	www.oarsoaldekohitza.info		
Tolosaldeko hitza	Tolosaldea ³	Basque	www.tolosaldekohitza.info		
Urola Kostako hitza	Urola Kosta and Urola Erdia ⁴	Basque	www.urola-kostakohitza.info		
<p>¹: Regions that include the towns of Altzaga, Arama, Ataun, Beasain, Ezkio-Itsaso, Gabiria, Gaintza, Idiazabal, Itsasondo, Lazkao, Legazpi, Legorreta, Mutiloa, Olaberria, Ordizia, Ormaiztegi, Segura, Urretxu, Zaldibia, Zegama, Zerain and Zumarraga.</p> <p>²: Regions that include the towns of Errenteria, Hondarribia, Irun, Lezo, Oiartzun, Pasaia and french municipalities of Hendaye and Biriattou</p> <p>³: Regions that include Abaltzisketa, Aduna, Albiztur, Alegia, Alkiza, Altzo, Amezketa, Anoeta, Asteasu, Baliarrain, Belauntza, Berastegi, Berrobi, Bidegoian, Elduain, Gaztelu, Hernialde, Ibarra, Ikaztegieta, Irura, Larraul, Leaburu, Lizartza, Orendain, Oresa, Tolosa, Villabona, Zizurkil</p> <p>⁴: Regions that include the towns of Aizarnazabal, Aia, Azkoitia, Azpeitia, Beizama, Errezil, Getaria, Orio, Zarautz Zestoa and Zumaia.</p>					
<p>↑ Back to Media</p>					

Appendix 6: Development agencies

	Address	Phone number	Web site
Bidasoa Bizirik	C/ Virgen Milagrosa s/n 20304 Irun	943 633 076	[1]
Debagoieneko Mankomunitatea	Av/ Navarra 17 20500 Arrasate	943 793 399	[2]
Debegesa	Industrial area Azitain 3 bis, 20600 Eibar	943 82 01 10	[3]
Donostia Sustapena	C/ Ijentea 6, 20003 San Sebastian	943 482 800	[4]
Goierriko Ekimena	Mallutz Industrial area 18, 20240 Ordizia	943 16 09 70	[5]
Iraurgi Lantzen	Av/ Julio Urquijo 25, Azkoitia	943 85 11 00	[6]
Oarsoaldea	Ihurrita bidea 13 Industrial area 25 Ugaldetxo 20180 Oiartzun	943 494 129	[7]
Tolosaldea Garatzen	Santa Maria Plaza 1, Tolosa	943 69 74 13	[8]
Uggasa	C/ Patricio Etxeberria 3, 20230 Legazpi	943 725 8 29	[9]
	C/ Iparraguirre 11, 20700 Urretxu	943 726 164	
Urola Kostako Udal Elkartea	Urdaneta Bidea 6, 20800 Zarautz	943 89 08 08	[10]
↑ Back to Development Agencies			

Appendix 7: Public entities on development agencies

	Address	Phone number	Web site
Basque government			
→ <i>Department of Employment and Social Services</i>	C/ Intxaurreondo 70, 2 nd floor, 20015; San Sebastian	012	[1]
→ <i>Department of Industry, Innovation, Trade and Tourism</i>	C/ Easo 10, 20006, San Sebastian	943 022 500	[2]
Lanbide (Basque Employment service)	<i>Offices along Gipuzkoa</i>		[3]
↑ Back to Development Agencies			

Appendix 8: Approved entities on feasibility and support plan

	Address	Phone Number	E-mail
BIC Berrilan	Miramón Technologic park, Paseo Mikeletegi 56 Building B8 1 st floor, Donostia	943 000 999	correo@bicberrilan.com
Group CEI	C/ Zubieta 54, the grove, Donostia	943 429 003	cei@grupocei.net
Elkarlan	C/ San Marcial 26	943 429 505	elkarlan@elkarlan.coop

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- <http://www.infojobs.net/>
- <http://www.laboris.net/BuscadorParrilla.aspx?Palabra=&Categoria=0&Provincia=20&btnSearch=Buscar>
- <http://www.opcionempleo.com/>
- <http://es.trabajar.com/>
- <http://www.adegilan.com/bin/index.asp>
- <http://www.kaixo.com/lanbila/>
- http://www.infoempleo.com/trabajo/en_guipuzcoa/
- <http://joble.com.es/>
- <http://www.monster.es/>
- <http://www.quieroempleo.com/Default.aspx>
- <http://gipuzkoa.trabajos.com/>
- <http://www.bidasoa-activa.com/es/areas-de-actuacion/creacion-de-empresas-y-emprendizaje>
- <http://www.industria.ejgv.euskadi.net/r44-636/es/>

- National newspapers: ABC, El Mundo, El País, Público, La Razón
- Local newspapers: Hernaniko kronika, Goierriko hitza, Irutxuloko hitza, Oarso Bidasoako hitza, Tolosaldeko hitza, Urola Kostako hitza
- Provincial newspapers: Berria, Deia, El Diario Vasco, Gara, Noticias de Gipuzkoa