

# EMPLOYMENT PROCESS.

## STEP-BY-STEP

Step 1 - Apply on our website.

You provide us with background information about yourself, including a CV indicating your age, gender, occupation, language skills and nationality, so that we can match you with the most suitable positions.

Step 2 - Selection of a vacancy.

We select several vacancies that meet your wishes, and talk about all the important aspects (company name, city, working and living conditions, etc.).

Step 3 - Paperwork.

We provide you with a list of documents that you need to prepare before employment. You can assemble them yourself or with the help of our team. In any case, we are always ready to assist you and give advice!

Step 4 - Obtaining a work visa.

We arrange the work visa for you, ensuring a successful and smooth paperwork process.

Step 5 - Departure to the place of work.

We coordinate with you and the employer the time of arrival. You are in constant contact with our manager, who helps you complete all the documents, accompanies you to your place of residence and answers your questions. Step 6 - Coming to work. Before starting work, you need to undergo a medical examination, as well as instructions and training from the employer, to be ready for success.