



Fundusze Europejskie

Legal work in Poland



Fundusze Europejskie
dla Lubuskiego



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Lubuskie
Warte zachodu

CONTACT

Plac J. Matejki 19/5A, I PIĘTRO
ZIELONA GÓRA

e-mail: ciczg@wup.zgora.pl
573 446 415/573 446 416

WE PROVIDE FREE SERVICES

Polish Language Course

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concerning: individual issues related to residence and work in Poland: the education system, health, social security including social benefits, transportation, taxes and other matters of daily life in the new country, the rules for the continuation of legal residence in Poland, legal work and employment of third-country nationals.

Sworn translation of documents

Legal advice

Professional training

Psychological advice

Integration meetings

Information and adaption meetings

Career counseling

WE INVITE YOU



Dear Ladies and Gentlemen,

We are giving you an educational brochure on the rights and obligations of foreigners staying in Poland. This publication was created with the aim of facilitating your daily life in a new country - a place that may be becoming your new home.

The information collected here will help you understand the most important aspects of life in Poland - both formal and legal, social and customary. We hope that the information it contains will make it easier for you to adapt and function in our country on a daily basis.

If, after reading the brochure, you have doubts about the presented regulations or need additional assistance, we encourage you to contact the Center for Integration of Foreigners Zielona Góra (CIC). At the CIC you will receive free and professional assistance from first contact assistants. In addition, at the Center you have the opportunity to use computers and access the Internet, which can be helpful in dealing with official matters or searching for information.

Remember that knowing your rights and responsibilities is key to full integration and comfort in your new environment.

We wish you good luck and success in Poland.

The team of the Center for Integration of Foreigners Zielona Góra



Legal work in Poland

Poland is becoming an increasingly attractive country for foreigners looking for work. Thanks to its dynamic economic development, as well as its openness to diversity, Poland offers many professional opportunities. However, it is important for foreigners to comply with applicable labour laws to avoid unpleasant legal consequences.

Foreigners **must have a work permit before working in Poland**. Without such a permit, work is considered illegal. Legal **employment is regulated by the Act on the Conditions of Permissibility of Entrusting Work to Foreigners on the Territory of the Republic of Poland**, which replaces the previous provisions of the Act on Employment Promotion and Labor Market Institutions.

According to the above-mentioned laws, work without a permit is possible only for certain groups of foreigners:

- long-term resident status of the European Union
- permanent residence permit in the Republic of Poland
- valid Pole's Card

- a residence permit for humanitarian reasons or a tolerated stay
- refugee status granted in the Republic of Poland
- temporary residence permit in order to conduct scientific research
- students of full-time studies taking place in the Republic of Poland or participants of full-time doctoral studies taking place in the Republic of Poland
- graduates of Polish secondary schools, full-time higher education studies or full-time doctoral studies at Polish universities
- foreigners with a residence permit with their family, in cases designated by the Legislator
- enjoy temporary protection in the Republic of Poland
- have been granted subsidiary protection in Poland;
- have a valid certificate issued by the Office for Foreigners at the request of a foreigner who applies for international protection.

Types of work permits: permit, declaration and notification

Work permit is a document that entitles foreigners to work legally in a country. It is

a key step for people who want to take up employment in a new place.

Type A permit - a work permit issued by the provincial office. The cost is PLN 100 - the employer pays. A foreigner can work on the basis of a work permit from 1 to 3 years.

The work permit visa is valid for 1 year, and then you must go to your home country and apply for a D06 visa (entitling a foreigner to enter the territory of Poland and to a continuous or several consecutive stays that together last more than 90 days, but not more than a year).

Permit type B - issued for foreigners performing work consisting of serving on the board of directors of a legal entity - running a company.

Permit type C, D, E - cover other forms of posting a foreigner to work in Poland by a foreign employer.

Permit type S - permit for seasonal work. It is submitted to the district labour office. It costs PLN 30. This permit allows you to work for 270 days in a calendar year. The labour office issues a seasonal work permit and on the basis of this document the foreigner applies for a visa, and upon his arrival the labour office issues a Type S Permit in three copies. On the basis of the Type S Permit, a

D05b visa is issued. (which is issued for up to a year, but a foreigner on its basis can stay in Poland for no longer than 180 days)

Procedure for obtaining a work permit

1. Submission of application: The employer submits the application for a work permit electronically to the relevant provincial office.

2. Required documents: The application must be accompanied by, among other things, a copy of the contract with the foreigner, documents confirming qualifications and proof of payment of stamp duty.

3. Waiting time: Thanks to the electrification of processes, the waiting time for a decision has been reduced, but it depends on the workload of the office.

4. Receipt of decision: Once the application is granted, the permit is issued electronically.

Declaration - issued by the district labour office at the place of registration of the employer: only citizens of Ukraine, Belarus, Georgia, Moldova and Armenia can obtain it. First a Declaration is issued, and then an

employment contract is signed. Based on this Declaration, a D05 visa can be obtained for a maximum period of 1 year. If an employee wants to obtain a visa based on this Declaration, it must be at least 90 days. It is issued for a specific employer and a specific employee. If the job will be for 1 day or even if it is an internship, you still need to obtain the Declaration. A declaration of intent to entrust work to a foreigner can be submitted under the condition that the period of employment of the foreigner will not exceed 24 months.

The employer is obliged to notify the district labour office in writing of the foreigner's taking up or not taking up work within 7 days from the date of commencement of work specified in the Declaration.

In the case of a foreigner who is outside Poland and does not have residence documents (visa or temporary residence permit), the employer registers a Declaration of intent to entrust work to him, after which he sends it to the foreigner. Then the foreigner, on the basis of the Declaration, can apply at a Polish diplomatic mission

for a visa issued to perform work on the territory of the Republic of Poland.

IMPORTANT: the terms and conditions of employment must be specified in the employment contract no worse than in the Declaration.

A new Declaration is not required in case of:

- a change in the registered office, name or legal form of the employer.
- takeover of the workplace or part of it by another employer.
- change of a civil law contract to an employment contract.
- referral of a temporary employee to another user employer, if the working conditions have not changed beyond the place of work.

Notification of assignment of work to citizens of Ukraine

On March 12, 2022, the Law on Assistance to Citizens of Ukraine in Connection with the Armed Conflict on the Territory of Ukraine came into force, which introduced a new solution for the undertaking of work



by citizens of Ukraine. Citizens of Ukraine who are legally residing in Poland can take up work in Poland **without the need for a work permit or a statement on the assignment of work to a foreigner.**

This applies both to those citizens of Ukraine who came to Poland in connection with the hostilities in the period from February 24, 2022, as well as to those citizens of Ukraine who legally reside in Poland on another residence title (e.g., visas, temporary residence permits, visa-free traffic, documents issued by other countries of the Schengen area). In this case, the work of Ukrainian citizens can be legalized **on the basis of a notification on the assignment of work to a citizen of Ukraine.** The notification is submitted by the employer via the tele informatics portal praca.gov.pl within 7 days from the date

of employment of the citizen of Ukraine. The work shall be entrusted with working hours not less than those indicated in the notification or with the number of hours not less than those indicated in the notification, and with remuneration not less than that established at the rate specified in the notification, proportionally increased if the working hours or the number of working hours are increased. (Article 22 of the Law on Assistance to Citizens of Ukraine in Connection with the Armed Conflict on the Territory of Ukraine).

Under the same rules as a citizen of Ukraine, work may be undertaken by his spouse who is not a citizen of Ukraine, if he entered the territory of the Republic of Poland legally from the territory of Ukraine in connection with the hostilities conducted on the territory of that country in the period from February 24, 2022.

Employment under the notification may last as long as:

- the foreigner is legally residing in Poland,
- his residence title is valid (e.g., UKR PESEL under temporary protection),
- a valid contract is concluded.

There is no top-down limit on the days of work as in the case of a declaration (e.g. 24 months) - this is a **flexible form of employment**.

If, for example, the conditions of work (contract, salary, place of work) change after submission of the notification, the previous notification should be terminated and a new one submitted with updated data.

Notification of entrustment of work is a form of legalization of work of Ukrainian citizens, which allows **immediate and simplified employment** without the need to obtain a work permit or enter a statement in the register. This procedure is **in effect under the March 2022 speculative law**, with subsequent amendments, and has been **maintained even after the new Law on Employment of Foreigners enters into force in 2025**. Notifications submitted are not subject to verification, the Labor Office keeps records of them.

Employment through an employment agency

The employment of foreigners in Poland through temporary labour agencies is one of the most common forms of legal employment of people from abroad. In light of the new law on the employment of foreigners, which came into force on June 1, 2025 (Law of March 20, 2025 on the labor market and employment services (Journal of Laws, item 620), new obligations have been introduced for agencies and companies using foreigners.

Definitions

- **Agency for temporary employment (APT)** - a company registered in the National Register of Employment Agencies (KRAZ), which directs employees to perform temporary work for a user employer.
- **Foreigner** - a person who does not have Polish citizenship.
- **User employer** - an entity with which a foreigner performs work on the basis of a referral by the APT.

Conditions for legal employment of a foreigner through an APT

In order to work legally through an employment agency, a foreigner must meet the following conditions:

Legal residence of the foreigner in Poland

on the basis of:

- a visa (e.g., work visa),
- visa-free movement,
- temporary residence permit or temporary protection,
- UKR PESEL (for citizens of Ukraine covered by the special law).

Legalization of work by APT

Possible forms:

- **work permit type A (for APTs)** - issued by the provincial governor if the foreigner works in Poland for more than 3 months.
- **declaration on entrusting work to a foreigner** - for citizens of six countries (up to 24 months).
- **notification on entrusting work to a citizen of Ukraine** - if they use the special law.

Obligations of temporary employment agencies

Registration - The APT must have a current entry in the **KRAZ (National Register of Employment Agencies)** maintained by the provincial marshal.

Legalization of the foreigner's work - the APT applies for the appropriate work permit or submits a declaration/notification, as the case may be.

Contract with the foreigner - there must be a written contract (employment or civil law) that:

- specifies the terms and conditions of employment in accordance with the law,
- is translated into a language the foreigner understands,
- specifies the place and time of work, remuneration and the party responsible for accommodation.

Cooperation with the user employer - APT signs a contract with the company to which it directs the temporary worker. The user employer cannot regulate the foreigner's working time or salary on its own - it is

responsible for working conditions in accordance with regulations.

Obligations of the user employer

- Compliance with Labour Code regulations (e.g. working time, bhp-health and safety),
- Notifying the foreigner to the ZUS (if applicable),
- Informing APT of changes in working conditions,
- Not exceeding the period of 18 months of temporary work in one position.

The user employer determines the organization and order of the work process, which means that it has the right to require the temporary employee to comply with the provisions of the internal acts in force at the user employer, with the exception of matters subject exclusively to the agency.

Institutions responsible for verifying documents authorizing foreigners to work and for controlling the legality of employment

The institutions authorized to control the legality of employment of foreigners are:



- State Labour Inspectorate (Article 10(1)(4) of the Law on State Labour Inspectorate of April 13, 2007),
- Border Guard (Art. 1(2)(13a) of the Border Guard Act of October 12, 1990).

Pursuant to the Law on Foreigners, control of the legality of the stay of foreigners on the territory of Poland is carried out by the Border Guard and the Police, as well as by customs and tax offices (Article 289 (1) and (3) of the Law on Foreigners of December 12, 2013).

The Border Guard verifies the authenticity and validity of work authorization

documents during border control. If the documents are not successfully verified (e.g., they are forged, the document has been invalidated, or bears traces of tampering by unauthorized persons), the Border Guard may refuse the foreigner entry into the territory of the Republic of Poland.

Consequences of illegal employment for the employer and the employee

Illegal performance of work - this means entrusting work to a foreigner who:

- does not have a document entitling him to stay on the territory of Poland,
- resides on the basis of a document, excluding the performance of work on the territory of Poland,
- does not have an appropriate work permit, not being exempted under specific legislation from the obligation to have a work permit,
- performs work under different conditions or in a different position than specified in the relevant work permit or temporary residence permit,
- does not have an employment contract or civil law contract in the form required by the regulations.

According to the ***Law on the Conditions of Permissibility of Entrusting Work to Foreigners in the Territory of the Republic of Poland***, for illegal employment of a foreigner, the employer faces a fine from PLN 3,000 to PLN 50,000. as well as the possibility of a ban on employing foreigners in the future.

Working without the proper documents is illegal and can lead to serious consequences for both the employer and the employee. A foreigner who performs work without a permit can be fined, deported, and banned from re-entering Poland.

Summary

Legal work in Poland - your path to stability and security

Legal work in Poland is one of the most important steps to **life stabilization, integration into society** and building a **secure future for you and your family**. Legal work guarantees the protection of labour rights, provides access to the health insurance system, social benefits and opportunities for professional development.

Why it is worth to work legally?

- Provides **income security** and access to social benefits (e.g. health insurance, pension).
- Guarantees **safe and decent working conditions**.
- Facilitates **professional development**, experience and qualifications.
- Gives **legal protection** against abuse by employers.
- Helps **social integration and building a future** in Poland.

Where to look for information and assistance?

Important institutions in Poland related to the labour market:

1. The District Labour Office (PUP)

- support for the unemployed: job offers, training, career counselling, support for foreigners. Look for them in the district cities due to where you live.

2. Provincial labour office (WUP)

- vocational activation programs, support for employers and employees, and Information and Career Planning Centers.
- Residents of the Lubuskie region are invited to visit the Provincial Labour

Office at Zielona Góra: wupzielonagora.praca.gov.pl

- The Center for Integration of Foreigners Zielona Góra is run by the WUP Zielona Góra.

3. The Social Insurance Institution (ZUS)

- social insurance registration (pension, health, sickness). Website: www.zus.pl

4. The State Labour Inspectorate (PIP)

inspection of compliance with labour law and occupational health and safety regulations, place for reporting irregularities. Website: www.pip.gov.pl

5. Immigration office for foreigners

- legalization of residence and work in certain scopes, information on rights of foreigners. Website: www.gov.pl/web/udsc

6. Social Assistance Centers (OPS)

- support for families, social benefits, integration assistance. Search in your place of residence.

7. non-governmental organizations (NGOs)

- Free legal advice, support for migrants, language courses. Look for in your place of residence.

Where to report violations of labour rights?

State Labour Inspectorate (PIP).

Scope of assistance: inspecting compliance with labour laws, receiving complaints against dishonest employers, protecting workers' rights.

Forms of contact:

In person - at the nearest PIP district inspectorate.

By phone - PIP Hotline: +48 801 002 008 (for landlines) or +48 22 111 35 29 (for cell phones).

Online - application form and e-mail via the website: www.pip.gov.pl.

Police or Prosecutor's Office

Scope of assistance: reporting serious crimes such as forced labour, human trafficking, worker abuse.

Forms of contact:

Emergency number 112 - in case of emergency.

The nearest police station - you can file a report in person.

District/Provincial Prosecutor's Office - receiving notifications of suspected crimes.

Center for Integration of Foreigners Zielona Góra.

Scope of assistance: free legal advice for foreigners, support in matters of work and residence, assistance in contacting institutions.

Forms of contact:

In person - Plac Matejki 19/5a, Zielona Góra

By phone - tel. 573 446 415

E-mail - ciczg@wup.zgora.pl

Remember: Legal work is your right and protection. By working legally, you gain safety, security and the opportunity to live peacefully in Poland.



IMPORTANT

Note: The educational brochure is not a source of law.

The authors have made every effort to ensure that the content of the brochure is in compliance with applicable laws. However, please note that the publication deals with typical situations and the most common cases, so it may not fully apply to individual cases.

The number and type of documents that may be requested by administrative authorities in the course of proceedings to legalize residence and work in POLAND, health and education cases may differ from those given in the brochure, depending on the specific case.

In case of any doubt, it is recommended:

- contact the relevant administrative body (e.g., Provincial Office, Office for Foreigners),
- familiarize yourself with the law,
- take advantage of the free assistance of the Center for Integration of Foreigners in Zielona Góra.



DEVELOPMENT:



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COPY FREE OF CHARGE

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