

# Seasonal Work in Italy

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ADRESSES AND WEBSITES



Information, documentation and vocational guidance are basics for people aiming at being self-efficient and competitive within the labour market. They help the individual to find out his/her own training pathway in order to make choices and decide strategies to improve and deep his/her own professional knowledge.

The volumes collection *Lavoro stagionale* has been produced in order to help all those citizens needing information concerning short working experiences abroad, mainly during the summer holidays, aiming at learning or improving a foreign language knowledge. Therefore, this product is mainly

addressed to young people, either owning a high-school diploma or studying at the university, interested in having an experience abroad and open to working experiences which do not necessarily give a professional qualification, or not necessarily related to one's own educational and training career.

The broadening of the European Union and the use of a common currency (the EURO) in most of the EU countries improve the interest in mobility among EU citizens who mainly choose five countries as their preferred destination: Italy, France, Germany, Ireland, United Kingdom and Spain. For



that a volume has been written for each of these countries. The volume concerning Italy has been translated also into English and French, in order to offer all relevant information to those people interested in a seasonal working experience in our country. Moreover, it is possible to look through the five volumes directly on the website [www.centrorisorse.org](http://www.centrorisorse.org). Additional information about topics like vocational guidance and professional training are available on the website [www.europalavoro.it](http://www.europalavoro.it), with the aim widely to spread information.

Topics have been structured by countries and sectors, in order to easy information reading and useful addresses tracing:

- AGRICULTURE
- HOTELS, RESTAURANTS AND YOUTH HOSTELS
- TOURISM
  - SUMMER EDUCATIONAL CENTRES
  - CRUISING SHIPS AND FERRIES
  - AMUSEMENT PARKS
  - NATURAL PARKS
  - SPA
  - TOURIST VILLAGES

Through this volumes the Ministero del Lavoro e delle Politiche Sociali – Ufficio Centrale OFPL that sustains and promotes all the activities performed by the Centro Risorse Nazionale, co-ordinated by Regione Emilia-Romagna, reconfirms its support to mobility in Europe for study or working reasons.

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e delle Politiche Sociali - UCOFPL

# Seasonal Work in Italy

This project has been accomplished with the support of the Ministero del Lavoro e delle Politiche Sociali – Ufficio Centrale OFPL

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# CONTENTS

## INTRODUCTION

### 1. GENERAL INFORMATION

- 1.1. BRIEF DESCRIPTION OF THE SOCIO-ECONOMICAL SITUATION IN ITALY
- 1.2. BRIEF INTRODUCTION TO SEASONAL WORK IN ITALY
- 1.3. WHAT TO KNOW ABOUT WORKING AND STAY
- 1.4. HOW TO GET IN TOUCH WITH COMPANIES
- 1.5. WHOM TO ASK FOR HELP IN CASE OF TROUBLES
- 1.6. REVENUES
- 1.7. INFOMONEY
- 1.8. HOW TO FIND ACCOMMODATION

### 2. MARKET SECTORS

- 2.1. AGRICULTURE
- 2.2. HOTELS, RESTAURANTS, YOUTH HOSTELS
- 2.3. TOURISM
  - SUMMER EDUCATIONAL CENTRES
  - CRUISING SHIPS AND FERRIES
  - AMUSEMENT PARKS
  - NATURAL PARKS
  - SPA
  - TOURIST VILLAGES
- 2.4. OTHER SECTORS
  - SHOW-BUSINESS
  - TRANSPORTS

### ANNEXES

1. CURRICULUM VITAE
2. COVERING LETTER
3. INTERVIEW

### SOURCES

- 
- 1. GENERAL INFORMATION**
  - 1.1. BRIEF DESCRIPTION OF THE SOCIO-ECONOMICAL SITUATION IN ITALY**
  - 1.2. BRIEF INTRODUCTION TO SEASONAL WORK IN ITALY**
  - 1.3. WHAT TO KNOW ABOUT WORKING AND STAY**
    - LAWS
    - SALARY
    - MEDICAL ASSISTANCE
    - LANGUAGE KNOWLEDGE
  - 1.4. HOW TO GET IN TOUCH WITH COMPANIES**
    - BEFORE LEAVING
    - FINDING A JOB IN ITALY
  - 1.5. WHOM TO ASK FOR HELP IN CASE OF TROUBLES**
  - 1.6. REVENUES**
    - HOW TO RETRIEVE YOUR REVENUES WHEN BACK TO YOUR COUNTRY
  - 1.7. INFOMONEY**
    - HOW TO OPEN A BANK ACCOUNT
  - 1.8. HOW TO FIND ACCOMMODATION**
    - HOTELS AND BOARDING HOUSES
    - BED & BREAKFAST
    - RENT-A-HOUSE/ROOM
    - CAMPING
    - YOUTH HOSTELS



## 1. GENERAL INFORMATION

Italy is a parliamentary Republic founded upon the Constitution. Head of State is the *Presidente della Repubblica*, elected by the *Parlamento* in common seat and in power for seven years.

The legislative power is exerted by the *Parlamento* composed of *Camera dei Deputati* and *Senato*, whose representatives are elected by direct universal suffrage every 5 years. The executive power is attributed to *Governo*, chaired by the *Presidente del Consiglio* who is nominated by the President of the Republic after he has conferred with the political parties. The judicial power is exerted by the Bench (*Magistratura*), which is completely independent from the other bodies of the State.

The Italian territory is divided into 20 regions, 5 of which having a special statute, for a total of 103 provinces. The capital city is Rome: it is a centre of interest for economy, culture, but mainly for politics, and has a population exceeding 3,800,000 inhabitants. Italy has a 301,000 km<sup>2</sup> surface and, being a peninsula in the middle of the Mediterranean sea, it has more than 10,000 km of coasts. Thanks to the mild climate and to its favourable geographical location, Italy has been inhabited since the most ancient ages and its population has been in contact with several cultures and civilisations. Data, still in progress, according to the 14th population census carried out in 2001 <sup>(1)</sup> register a 56,305,568 inhabitants population. Currency is EURO, corresponding to 1.939,27 of the old Italian liras. Language is Italian, even though there are several dialects in use in each region. The majority of the population is catholic, even though various different religions are represented.

### 1.1. BRIEF DESCRIPTION OF THE SOCIO-ECONOMICAL SITUATION IN ITALY

Once a mainly agricultural country, nowadays Italy has been turned into an industrial nation due to an extremely rapid changing process, which began after the Second World War.

Around the end of the Eighties, Italian economy grew intensely, while in the latest years a slowing down of the growth of domestic gross product has been registered, together with a lowering of the industrial production and a diminishing of investments in the industrial field. The more significant industrial fields are transformation industries and mechanical construction industries. At present, industry produces 39% of the national product and agriculture 5% only, while 56% is produced by the service trades. There is an unbalance between the Southern Regions, which are less industrially developed and poorer, and Central and Northern Regions, which are highly industrialised. The national unemployment rate is around 9.2%, but, as far as young people are concerned, it rises up to 28%, registering significant differences in Northern and Central Regions as compared to Southern ones.

(1) Sources ISTAT (Central Statistic Institute)

## 1.2. A BRIEF INTRODUCTION TO SEASONAL WORK IN ITALY

Seasonal work can be a work opportunity for those who are looking for a short-time job or for a temporary employment. Often, it addresses to young people seeking a first working experience, which does not necessarily lead to the acquisition of a vocational qualification, or which does not immediately relate to one's own curriculum of study. If it is carried out abroad, it can offer a good opportunity to improve the knowledge of a foreign language and to get accustomed to different ways of life.

Summer season is the best period for finding a seasonal job at the seaside; yet, in the mountains, or in the winter-sport resorts located in the Central and Northern regions, the season runs from November to March, in addition to the summer period. In art cities there are good working possibilities also during Easter and Christmas Holidays.

As far as seasonal work is concerned, the temporary contract is the type of contract most frequently adopted; the employer uses it to face "seasonal peaks" of work, that is to say an extraordinary and occasional increase of activity which might occur in some fields (Tourism and Commerce, Agriculture) and in certain periods of the year. As for agriculture, all work relationships among private employers or co-operatives and agricultural seasonal workers and horticulturists are regulated by the national contract dated 10/07/98, renewed 10/07/02, as well as by the additional contracts issued by the provinces. For seasonal workers in Tourism and Commerce, all work relationships are regulated by the national contract dated 22/01/98, *Decreto Legislativo* n. 368, dated September 6th, and additional regional contracts are applied.

When hiring the worker, the employer should give to the employee a copy of the letter of employment which has been sent to the employment centres or a copy of company register (for employment in the agricultural field) or a copy of the contract stating: recruitment date; duration of the working period; qualification and type of job.

It is important to read it before signing it, in order to avoid to subscribe some rights renunciation. As far as jobs in the tourism field are concerned, it is advisable to make sure that meals and accommodation are paid by the employer, or that the expenses reimbursement is granted. A contract must be drawn up; it can be renewed only once and for a period of time not exceeding the duration of the original contract. The employer cannot fire the worker before the expiry date stated on the contract, unless a good reason arises (*giusta causa*). Otherwise, the employer must pay to the worker, as refunding, the whole amount of the salary for the remaining period. In case the worker leaves the job before the expiry date of the contract, he has the right to be paid for the period of time he/she has effectively worked.

To be allowed to work in Italy, a citizen of the European Union must apply for a permit of stay to *Ufficio Immigrazione* at *Questure* (territorial offices of the Public Safety Department, of *Polizia di Stato*), enclosing the letter of employment received by the

employer. For further information, visit the website [www.poliziadistato.it](http://www.poliziadistato.it). Next step is the application for *libretto di lavoro* at the *Ufficio Anagrafe* of the town where you will be living. The *libretto di lavoro* is a document containing all personal data, address, title, any working experience; it is necessary to have it in order to work as an employee.

Those who handle all sorts of food, both in restaurants/hotels, and in agriculture must own also a *libretto di idoneità sanitaria* released by *AUSL – Azienda Unità Sanitaria Locale* (Agencies of the National Health Service). For further information visit the website [www.ministerosalute.it](http://www.ministerosalute.it).

### 1.3. WHAT TO KNOW ABOUT WORKING AND STAY

#### Laws

There are no particular legal formalities for travelling among the EU countries ; only a valid Identity Card or Passport is required. The permission to travel can be restricted for sanitary or public security reasons only.

According to European Regulations on free circulation, any citizen of any member Country is allowed to look for a job in any of the Countries of the European Union. EU workers have the same rights concerning job opportunities and employment, and they can answer all job-announcements. A working permit is not required.

If you stay for less than 3 months, all you have to do is to simply notify your stay to the relevant administration offices (*Prefettura, Questura o Commissariato di polizia*). In most of cases, however, this operation is automatically performed when filling in the form with your personal data in a hotel, or when the tenant writes the rent agreement.

On the contrary, if you stay for a period lasting between three and twelve months, it is necessary to apply for permit of stay to local *Questura*.

#### Salary

Salary is calculated on the basis of your qualification and position, and in accordance with the agreements integrating national group contracts, which are different for the various economic fields. In these contracts, in addition to salary, also working time, positions, rules concerning the resolution of the working contract, holidays, etc..., are stated.

#### Medical Assistance

In all countries of the European Union, all citizens have the same right to health treatment and medical assistance. First aid, that is to say all medical care which is immediately necessary due to a sudden illness or an accident while staying in the visited country, are granted.

Before leaving, it is necessary to get from the competent offices of your home country, the E111 form, if you stay abroad for less than six months; or E128 form, if you stay more than six months. These forms certify your sanitary coverage by an insurance health institute and grant you to have your rights respected.

As soon as you arrive in Italy, in order to be allowed to access the National Health Service, you should go to *Ufficio di Anagrafe Sanitaria* at AUSL located in the town where you'll be living, get the *Tesserino Sanitario*, and be assigned to a general practitioner. In this way, it will be possible to access all state structures (outpatient departments, hospitals, etc.), or the private ones associated to the national health service. To access services, you must show your *tesserino sanitario* together with your doctor's prescription, as well as the receipt for the advanced payment of the relevant fare, that is a contribution of variable amount, to be paid at the local CUP – *Centro Unico di Prenotazioni*, which can be found in any AUSL or hospital.

### Knowledge of the Language

A good knowledge of the Italian language is a fundamental requirement in order to work in contact with other people. Before leaving your home country, it is advisable to enquire at the local *Istituti Italiani di Cultura* about the possibility and the necessity to attend eventual courses of Italian language.

In Italy, there are many possibilities to learn or improve one's own linguistic knowledge: courses of Italian language and culture for foreigners are organised by Società Dante Alighieri- [www.soc-dante-alighieri.it](http://www.soc-dante-alighieri.it), with agencies in many Italian cities.

*Università per stranieri di Perugia e Siena* organises courses of Italian language both during the year, and during the summer season. As a rule, they require an admission fee, as well as an entrance-test to check your degree of knowledge. Addresses can be found at page 137.

It is also possible to contact the *Informagiovani* services, which can be found on the whole the national territory, in order to have information on: various language schools and their address; courses organised by either city-municipalities, or cultural associations; opportunities to talk with students of different countries. *Informagiovani* are free services providing information on the main issues concerning young people, like for example: job opportunities; study; cultural activities; leisure time. To know the addresses of *Informagiovani* in Italy visit the website [www.comune.torino.it/infogi/](http://www.comune.torino.it/infogi/).

## 1.4. HOW TO GET IN TOUCH WITH COMPANIES

Sectors which offer more chances to get seasonal works in Italy are hotels and tourism, and agriculture, to pick fruit and vegetables.

### Before Leaving

In order to find job in Italy from another European Country, it is possible to contact Eures (European Employment Services) established by the European Commission. It is a service which, through a data bank matching job offer and demand, posts online public employment services for all the countries that form the European Economic Area (Countries of the European Union, Norway, Island and Liechtenstein). Job offers are available at public employment services or on the website of the European Commission - <http://europa.eu.int/jobs/eures>.

In Internet it is also possible to visit useful websites specialised in job demands and offers, which frequently provide also an on-line data bank.

### Finding a Job in Italy

It is possible to use the public service by asking for information to *Centri per l'impiego* (Employment Centres), operating through a network of local agencies, depending from Provinces and spread all over Italy. The *Centri per l'impiego* act as a go-between in the search for a job and offer information, consultancy and vocational guidance. To get their addresses, visit the Provinces websites, job section. Some *Centri per l'impiego* have their own websites where they announce job offers. To get the online address, it is advisable to use a search engine using *Centri per l'impiego* as key word.

Another way to find a job is to contact one of the various agencies for temporary work which propose activities for a limited period of time, and usually for short periods. To know the addresses of the local agencies visit the websites listed at page 135.

Also, group associations may report job opportunities to their members. To find their addresses, any search engine can be used.

Finally, another possibility is to read the job advertisements' pages (ads) on newspapers and magazines, or to go to local *Centri per l'impiego* and *Informagiovani* which select from the Press information concerning job opportunities in their relevant area. Addresses of *Centri per l'impiego* can be found in the job section on the Italian *Province* websites; addresses of *Informagiovani* can be found on the website *Informagiovani di Torino* - [www.comune.torino.it/infogio/](http://www.comune.torino.it/infogio/).

### 1.5. WHOM TO ASK FOR HELP IN CASE OF TROUBLES

You can address the Human Resources Director for problems related to the job itself, like for example shifts, permits, holidays, etc.. Should you need to defend your rights, you can address Trade Unions. You can address the embassies or consulates of your

home country for all sorts of bureaucratic problems, such as the loss or theft of documents, They are located in the major Italian towns and their addresses can be found at page 135. Should you need help, it is possible to contact *Polizia di Stato*; you can find the phone number in the phone-directory of the town where you are living.

## 1.6. REVENUES

Generally, employers withhold the income tax from your pay-packet and directly pay contributions to the relevant revenues authorities on behalf of their employees. In addition, the employer pays also contributions for social insurance and health care. For further information, visit the website of INPS – Istituto Nazionale della Previdenza Sociale – [www.inps.it](http://www.inps.it).

### How to Retrieve Your Revenues When Back to Your Home Country

Usually, it is enough to keep all the pay-packets and the contract of work. Within the European Union, it is in force a compensation system regulated by an OCSE (Organisation for the Economic Co-operation and Development) agreement, to calculate job-revenues already paid in a member country and avoid double taxation. For further information, visit the website of Agenzia delle Entrate - [www.agenziaentrate.it](http://www.agenziaentrate.it).of *Ministero dell'Economia e delle Finanze*.

## 1.7. INFOMONEY

Credit cards and other automatic teller machine (ATM) cards are accepted almost everywhere and can also be used at the ATM available at the main banks.

### How to Open a Bank Account

A foreign citizen who intends to spend in Italy just a few months, could have some difficulties to open a bank account at an Italian bank.

To avoid problems, it is advisable to arrange things in advance by opening an account at a bank at your home country with branches in Italy; it is necessary to make sure that some branches are available in the city you will be living.

Another possibility is to open an on line account at a bank via Internet or to use a *BancoPosta* service offered by Italian Post Offices. To get the latter, you must show a personal identification document (valid Identity card or Passport) and your *Codice Fiscale* (taxpayer identification number) to be asked to Agenzia delle Entrate – [www.agenziaentrate.it/indirizzi/agenzia/index.htm](http://www.agenziaentrate.it/indirizzi/agenzia/index.htm). For further information visit the website Poste Italiane – [www.poste.it/bancoposta](http://www.poste.it/bancoposta) or dial telephone number 160, a call centre which is toll-free from any fixed telephone.

## 1.8. HOW TO FIND ACCOMMODATION

Some seasonal works include accommodation and the cost is usually deduced from the salary. If this is not the case, before leaving it is advisable to find an accommodation for the first days of your stay, so to have some time to find the best solution and make a convenient choice.

There are various possibilities for accommodation in Italy: hotels, youth hostels, camp sites, farm resorts, Bed & Breakfast, private houses. The choice depends on the duration of your stay, on the place, and on your personal needs, including economic ones.

It is necessary to take into consideration that the accommodation offer is not the same all over the national territory. Generally, accommodation offer is strongly related to the geographical area and to the period of the year. For example, in tourist resorts it is easy to find accommodation during the low season, while during the high season (from the middle of July to the end of August), when, as a rule, most of people go on holidays, prices often reach prohibitive levels.

For an effective search it is useful to explore many possibilities simultaneously: ask real-estate agencies; read ads on local newspapers; check on Internet or pass the word on.

Information on accommodation is also available at ENIT - Ente Nazionale Italiano per il Turismo (Italian National Agency for Tourism), enquiring at its various offices located all over the Italian territory, or visiting the website [www.enit.it](http://www.enit.it).

### Hotels and Boarding Houses

The quality of the service is shown by the number of stars (from 1 to 5) given to each hotel; the higher the number of stars, the better the quality of the service and, consequently, the more expensive the rate.

To get the list of the hotels of a town with updated rates, it is possible to contact *Azienda di Promozione Turistica*, or *Ente Locale per il Turismo* or *Uffici I.A.T. - Informazione e Accoglienza Turistica* (Agency for Promoting Tourism, Local Body for Tourism, Tourism Information and Reception), which can be found all over the Italian territory and whose address are listed on the website [www.enit.it](http://www.enit.it).

We recommend to visit also the website [www.italyhotels.it](http://www.italyhotels.it) of FAIAT - Federazione dell'Associazione Italiana Alberghi e Turismo (Federation of the Italian Hotels and Tourism Association), or the website of Yellow Pages – [www.paginegialle.it](http://www.paginegialle.it).

### Bed & Breakfast

This kind of accommodation is spreading quickly all over Italy. It is a kind of “familiar” hospitality: guests receive all what is necessary for their stay (towels, bed linen, soaps) and breakfast is served in the morning. Rooms set-up and cleaning is also included in the service.

For information about how to find B&B in Italy, you can visit one of the following websites:

- ◆ the website of the Bed & Breakfast and Rent-a-Room Association ANBBA - [www.anbba.it](http://www.anbba.it). This body, representing the operators working in the family-hospitality sector in Italy, is a no-profit association and offers to both its members and the general public some services, such as information, booking, and guidance;
- ◆ the Italian Portal for Bed & Breakfast is [www.bedandbreakfast.it](http://www.bedandbreakfast.it); here, you can find a list of accommodation divided according to each region.

There is a great number of B&B websites, listing address and rates database: we list here two of them as an example, but many others can be found by using any search engine.

- ◆ [www.bbitalia.it](http://www.bbitalia.it) e
- ◆ [www.bedandbreakfastineurope.com/italia/it.htm](http://www.bedandbreakfastineurope.com/italia/it.htm)

### Rent-a-House/Room

Information on the houses available for rental can be found in the economic ads on local newspapers, or at the real-estate agencies which deal also with renting. Especially in small towns, it can be quite useful to pass the word on so that, by asking for information in shops, pizza shops, and coffee shops, it is possible to find some good opportunities.

### Camping

There are many camp sites all over the national territory, even though their distribution is not entirely homogeneous. Tourist areas offer the greatest concentration of camp sites and, sometimes, they have wonderful locations near the sea, lakes or mountains. As an average, prices vary from a minimum of 3.00 € to a maximum of 8.50 € per person, and from 6.50 to 15.00 € per car-parking place. It is possible to get the list of camp sites at tourist information offices. The list is available also on ENIT website [www.enit.it](http://www.enit.it) or you can visit the websites [www.camping.it](http://www.camping.it), [www.campeggitalia.com](http://www.campeggitalia.com) and [www.camping-italy.net](http://www.camping-italy.net).

### Youth Hostels

Hostels are still one of the cheapest solutions. In Italy, there are around 50 hostels spread all over the peninsula.

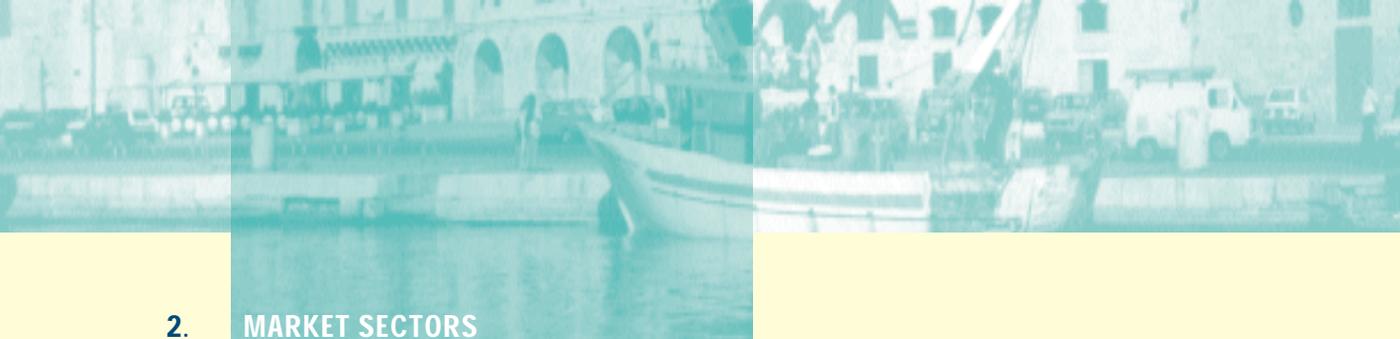
In order to be able to stay in *Ostelli della Gioventù* (Youth Hostels), it is necessary to have a card, costing 15.50 € and having a 14-month validity, to be asked either to *A.I.G. - Associazione Italiana Alberghi per la Gioventù* or to IYHF - International Youth Hostel Federation. It is also possible to buy the card directly at a hostel (in this case, the

price is slightly higher), or in some travel agencies and at *Informagiovani*. When you get the card, you also get a guide-book of the hostels containing a detailed description of the hostels, the type of services that are offered, rates, opening times, etc. The average quality standard of Italian hostels is good; some of them are located in panoramic positions, some others in ancient restored buildings and castles which have been modified so to accommodate people.

The cost per night usually includes breakfast and varies from a minimum of 11.00 to a maximum of 15.00 €, depending on the type of hostel. At the hostels, it is usually possible to have lunch and dinner at a reduced cost.

Many hostels are closed during the winter season, some others, located in tourist areas, are open all the year long.

For information you can refer to the main office of *A.I.G.* or to any *A.I.G.* Regional committee represented in each region. Or you can visit the website [www.ostellionline.org](http://www.ostellionline.org) where it is also possible to make reservations on line.



## **2. MARKET SECTORS**

### **2.1. AGRICULTURE**

CULTIVATION AND PICKING OF FLOWERS

PICKING OF OLIVES

GRAPE-HARVEST

### **2.2. HOTELS, RESTAURANTS, YOUTH HOSTELS**

HOTELS

RESTAURANTS - FAST FOOD

YOUTH HOSTELS

### **2.3. TOURISM**

SUMMER EDUCATIONAL CENTRES

CRUISING SHIPS AND FERRIES

AMUSEMENT PARKS

NATURAL PARKS

SPA

TOURIST VILLAGES

### **2.4. OTHER SECTORS**

TO WORK IN THE SHOW-BUSINESS AS AN EXTRA

TO WORK AS COLLECTORS FOR MOTORWAYS COMPANIES

## 2.1. AGRICULTURE

Workers in agriculture have been progressively diminishing since 1971. Notwithstanding the decrease of people working in this field, due also to new working methods and the use of mechanical tools, this sector offers several job opportunities, and there is still a great demand for seasonal workers, especially in certain regions. In summertime jobs relate to the picking of fruit and vegetables directly in the farm, and to the selection and stock at the agricultural and food factories. In autumn, they relate to grape-harvest and, in the winter, to the picking of olives and citrus fruits.

First of all, it is necessary to choose the Italian region where you want to go for the fruit/vegetable picking, because almost all regions offer job opportunities .

To this purpose, you can find some information in the following table:

RÉGIONS	PICKING	PERIOD	PROVINCES INVOLVED	EMPLOYMENT CENTRES
Campania	Tomatoes	June September	Caserta	<b>Centro per l'impiego di Caserta</b> Via Sud P.zza d'armi 81100 Caserta Tel. +39-0823-321381 Fax. +39-0823-328868
Emilia-Romagna	Garlic	May June	Piacenza	<b>Centro per l'impiego di Piacenza</b> Via Maculani, 36/c 29100 Piacenza Tel. +39-0523-388249 Fax +39-0523-338360
Emilia-Romagna	Cherries	May June	Vignola	<b>Centro per l'impiego di Vignola</b> Via Montanara, 696 41058 Vignola Tel. +39-059-771265/762688 Fax +39-059-776912 centroimpiego.vignola@provincia.m odena.it
Emilia-Romagna	Peaches	July August	Ferrara	<b>Centro per l'impiego di Ferrara</b> Via Cairoli, 30 44100 Ferrara Tel. +39-0532-299808-840 Fax +39-0532-299822 impiego-ferrara@provincia.fe.it
Liguria	Flowers	All the year long	Imperia	<b>Centro per l'impiego di Imperia</b> Piazza Roma, 2 18100 Imperia Tel. +39-0183-7041 Fax +39-0183-704431 ci.imperia@infinito.it

RÉGIONS	PICKING	PERIOD	PROVINCES INVOLVED	EMPLOYMENT CENTRES
Liguria	Flowers	All the year long	Sanremo IM	<b>Centro per l'impiego di Sanremo</b> Via Pietro Agosti, 245 18038 Sanremo Tel. +39-0184-57.099 Fax +39-0184-577005 ci.sanremo@infinito.it
Liguria	Flowers	All the year long	Savona	<b>Centro per l'impiego di Savona</b> Via Al Molinero c/o Ente Scuola Edile 17100 Savona Tel. +39-019-83131 Fax +39-019-8313737 ci_savona@provincia.savona.it
Liguria	Olives	November February	Genova Imperia La Spezia Savona	<b>Centro per l'impiego di Genova</b> Dino col 16100 Genova Tel.+39-010-20097711 Fax. +39-010-24640025 Centroimpiegogenova@provincia.genova.it
Liguria	Olives	November February	Genova Imperia La Spezia Savona	<b>Centro per l'impiego di La Spezia</b> Via G.B. Valle 19100 La Spezia Tel. +39-0187-735050 Fax. +39-0187-770276
Piemonte	Apricots	June July	Cuneo	<b>Centro per l'impiego di Cuneo</b> Corso Vittorio Emanuele II, 3 12100 Cuneo Tel. +39-0171-698249 Fax +39-0171-453469
Piemonte	Strawberries	June July	Cuneo	<b>Centro per l'impiego di Cuneo</b> <b>Sportello decentrato di Borgo San Dalmazzo</b> Corso Nizza, 2 12011 Borgo San Dalmazzo Tel. e fax +39-0171-266256
Piemonte	Apples Pears	September November	Cuneo	<b>Centro per l'impiego di Cuneo</b> <b>Sportello decentrato di Savigliano</b> Corso Roma, 13 12038 Savigliano Tel. e fax +39-0172-712349
Piemonte	Nuts	August September	Alba	<b>Centro per l'impiego di Alba</b> Via Acqui, 15 12051 Alba Tel. e fax+39-0173-440290
Piemonte	Peaches	July/ November	Cuneo	<b>Centro per l'impiego di Cuneo</b> <b>Sportello decentrato di Fossano</b> Via Matteotti, 1 12045 Fossano Tel. e fax +39-0172-695478

RÉGIONS	PICKING	PERIOD	PROVINCES INVOLVED	EMPLOYMENT CENTRES
Piemonte	Pêches	July November	Cuneo	<b>Centro per l'impiego di Cuneo</b> <b>Sportello decentrato di Saluzzo</b> Corso Piemonte, 63 12037 Saluzzo Tel. e fax +39-0175-42732
Puglia	Table grapes	September October	Taranto	<b>Centro per l'impiego di Taranto</b> Via Salento, 3 74100 Taranto Tel. +39-099-7350745 Fax. +39-099-7350745 Ctitaranto@libero.it
Puglia	Olives	November March	Bari	<b>Centro per l'impiego di Bari</b> Via F. Devito, 12/A 70100 Bari Tel. +39-080-5573538 Fax. +39-080-5424426
Puglia	Tomatoes	Giugno settembre	Taranto Foggia	<b>Centro per l'impiego di Taranto</b> Via Salento, 3 74100 Taranto Tel. +39-099-7350745 Fax. +39-099-7350745 Ctitaranto@libero.it
Puglia	Tomatoes	June September	Taranto Foggia	<b>Centro per l'impiego di Foggia</b> Via S. Severo, 73 71100 Foggia Tel. +39-0881-712690 Fax. +39-0881-712690
Sardegna	Citrus fruits	December March	Oristano	<b>Centro per l'impiego di Oristano</b> Via D. Petri 09170 Oristano Tel. +39-0783-71021 Fax. +39-0783-77511
Sicilia	Citrus fruits	December March	Catania	<b>Centro per l'impiego di Catania</b> Via N. Giannotta, 18/20 95100 Catania Tel. +39-095-387306 Fax. +39-095-386368
Sicilia	Almonds	September October	Ragusa	<b>Centro per l'impiego di Ragusa</b> V.le Europa, 116 97100 Ragusa Tel. +39-0932-252702 Fax. +39-0932-643504
Toscana	Flowers	All the year long	Lucca	<b>Centro per l'impiego di Lucca</b> <b>Collocamento</b> Via Gramsci, 109 55100 Lucca Tel. +39-0583-464460 Fax +39-0583-955053

RÉGIONS	PICKING	PERIOD	PROVINCES INVOLVED	EMPLOYMENT CENTRES
Toscana	Flowers	All the year long	Lucca	<b>Servizi Integrati</b> Via S. Giustina, 21 55100 Lucca Tel. +39-0583-417437/9 Fax +39-0583-417435 ci.lucca1@provincia.lucca.it
Toscana	Flowers	All the year long	Pistoia	<b>Centro l'impiego di Pistoia</b> Via Tripoli, 19 51100 Pistoia Tel. +39-0573-374764 Fax +39-0573-374777 ci.pistoia@provincia.pistoia.it
Toscana	Olives	November December	Firenze Grosseto Livorno Siena	<b>Centro per l'impiego di Firenze</b> Via Bardazzi, 49 50100 Firenze Tel. +39-055-4223341 Fax. +39-055-43777575 Centroimpiego@provincia.fi.it
Toscana	Olives	November December	Firenze Grosseto Livorno Siena	<b>Centro per l'impiego di Grosseto</b> Via della Pace, 18 58100 Grosseto Tel. +39-0564-457019 Fax. +39-0564-453907 v.angelucci@provincia.grosseto.it
Toscana	Olives	November December	Firenze Grosseto Livorno Siena	<b>Centro per l'impiego di Livorno</b> Via Maria Terreni, 54 57100 Livorno Tel. +39-0586-893009 Fax. +39-0586-203892 ci.livorno@lavoro.toscana.it
Toscana	Olives	November December	Firenze Grosseto Livorno Siena	<b>Centro pr l'impiego di Siena</b> Via Sprugnoli, 14 53100 Siena Tel. +39-0577-41528 Fax. +39-0577-41532 ci.siena@provincia.siena.it
Trentino	Apples Pears	August October	Trento	<b>Agenzia del Lavoro</b> Via Guardini, 75 38100 Trento Tel. +39-0461-496018 Fax +39—0461-496054 www.agenziaalavoro.tn.it
Umbria	Olives	November December	Perugia	<b>Centro per l'impiego di Perugia</b> Via Palermo, 106 06100 Perugia Tel. +39-075-5747973 Fax +39--075-5747703 lavoro@provincia.perugia.it
Umbria	Olives	November December	Terni	<b>Centro per l'impiego di Terni</b> Via Anno Floriano, 16 05100 Terni Tel. +39-0744-432956 Fax. +39-0744-432956 Circond@tin.it

Once you have chosen your area, you can contact that area's *Centri per l'impiego* which can be found all over the Italian territory to get information and to know the local companies, or to contact group associations, or *Informagiovani* or farms directly. All *Centri per l'Impiego* at a national level are available on the website [www.europa-lavoro.it](http://www.europa-lavoro.it).

*Centri per l'Impiego* are managed by the Administration of the Provinces and are organised in different ways depending on the Province. Some of them offer services specialised in agriculture, such as, for example, the *Centro per l'impiego di Ferrara*. In this case, a "Pre-selection" service is available at all branches of the Employment Centres of the Ferrara Province: it offers to the employers a list of the workers to be employed in the picking of fruit. The employer will call directly the workers listed by the Employment Centres to establish the hiring conditions.

Centro per l'Impiego di Ferrara  
Via Cairoli, 30  
44100 Ferrara  
Tel. +39-0532-299808-840  
Fax +39-0532-299822  
[impiego-ferrara@provincia.fe.it](mailto:impiego-ferrara@provincia.fe.it)  
[www.provincia.fe.it/lavoro/default.htm](http://www.provincia.fe.it/lavoro/default.htm)

Also *Centri per l'impiego of the Modena* province have activated a specialised service, *Agrilavoro*; it is an on-line service to match the job offer and demand in the agricultural and agro-industrial sectors. Through the website [www.provincia.modena.it/agrilavoro](http://www.provincia.modena.it/agrilavoro), it is possible to add one's own curriculum vitae to a database of the province which is looked up by companies seeking for workers interested to this sector.

Another interesting source at local level are *Informagiovani* - [www.comune.torino.it/infogio/](http://www.comune.torino.it/infogio/). To know where they are located click the section *Centri Informagiovani in Italia ed i servizi* on the home page, then click *La rete degli Informagiovani*.

Finally, also the portal of agriculture - [www.geocities.com/az\\_agricoltura](http://www.geocities.com/az_agricoltura) contains a series of links to the websites of group associations, companies, exhibitions, events which can be useful to continue the search.

When hiring, the employer must give to the worker a copy of *registro d'impresa*, stating: hiring date; duration of the working period; qualification; type of activity; number of established working days; gross daily-wage agreed. Or, the employer must release a contract containing the same information as the company register (Law 608/96).

You should remember that the worker must have the *libretto di lavoro* in order to start to work and, if he/she handles any food, also the *libretto di idoneità sanitaria*. Information about how to get these documents are given at page 97.

Products of Italian agriculture are many, but some of them are considered as 'typical' and are well-known abroad; for this reason we think that some additional details can be interesting.

### Cultivation and picking of flowers

The highest production of plants and flowers in Italy is situated in *Liguria* in the Provinces of *Savona* and *Imperia* and in Tuscany, in the Provinces of *Lucca* and *Pistoia*. Carnations, roses, chrysanthemums and gladiolus globally occupy 47% of the total cultivating surface. The production of plants in pots is increasing and it is concentrated in the Northern regions (almost 72%). The main producers of ornamental plants are *Liguria*, *Toscana* and *Puglia*.

To find the addresses of the companies to which you can address your curriculum, enquire at:

**Azienda Speciale della Camera di Commercio di Imperia Riviera dei Fiori**  
**Viale Matteotti 54/a**  
**18100 Imperia**  
**Tel. +39-0183-793245**  
**Fax +39-0183-767268**

It is useful to visit the website of **Camere di Commercio Italiane** - [www.infoimprese.it](http://www.infoimprese.it), listing all the Italian companies. The search can be done by entering the name of the region and the type of product or service wanted, in this case, for example, the word *Vivai* and the region *Liguria* or *Toscana*.

It is also possible to use the website of **Pagine Gialle** - [www.paginegialle.it](http://www.paginegialle.it); enter as key the word *Vivai* and limit the geographical area to one of the above mentioned Provinces.

Additional useful websites to visit are:

- ◆ [www.monzaflora.it](http://www.monzaflora.it) - Visit *Borsa Lavoro* section containing work offers in the sector of green and gardens.
- ◆ [www.sanremoflowermarket.it](http://www.sanremoflowermarket.it) - Visit *Operatori* section to know the commercial operators in the sector
- ◆ [www.pianteefioriditalia.it](http://www.pianteefioriditalia.it) - It contains a *Link* section, where the addresses of Trade Unions and Group Associations in the agricultural field in general, and in the flower culture in particular can be found.

### Picking of olives

Olive-grove, a typically Mediterranean cultivation, needs mild and rainy winters and hot and dry summers. With the exception of *Piemonte* and *Valle d'Aosta* each Italian region its own olive trees, and produces olive oil, in small or high quantity. Olives are picked from November to February.

There are many factors which have an influence on quality of extra-vergine olive oil: the choice of the most suitable type of olives; the sanitary condition of the drupes; the right time for the picking; the proper pressing and storage of olives and oil in suitable rooms and containers. In addition, there is the method of picking, for an improper picking risks to damage the quality of a potentially excellent oil.

The methods of picking are various and each of them has its pros and cons. With the exception of the simplest but most expensive one, that is to pick olives manually in the most favourable period, considering the required ripening degree and putting them in baskets tied up at the picker's waist or at the ladder, all the other methods employ a sheet wrapped around the tree where olives, picked both manually and by using poles equipped with a wooden rake on top, fall. Or you can also shake the trees in order to make the ripen olives fall on the sheet, or shake the trees by means of poles, or picking fallen ripen olives from the soil. Mechanical tools have been introduced also in this sector in order to help man in his labour. In this case, the machine shakes and picks the fruits by means of mechanic arms; a sheet shaped like an upside-down umbrella wraps the whole tree and keeps the olives which will be picked, still mechanically, in a sack. In this way, a single person can perform the complete operation, and the percentage of the picked olives approaches about 80 –90% of the total.

You can find the addresses of the companies to apply, in the website of Camere di Commercio Italiane - [www.infoimprese.it](http://www.infoimprese.it). The search can be done by entering the name of the region and the word *Produzione Olio d'oliva* or *Coltivazione olivi*. It is also possible to use the website of Pagine Gialle - [www.paginegialle.it](http://www.paginegialle.it), by using the same key word and the search by province. Should you like to have further information, about the producers in the *Umbria* Region, you can have a look to the website [www.umbriacompany.it](http://www.umbriacompany.it).

### **Grape-harvest**

The art of making wine has remote origins and has come to us without relevant changes. *Orazio* described "MERUM TARENTINUM", *Plinio* liked *Canosa* and *Brindisi* wines and it is told that *Federico II*, who loved good wine, wanted to meet the *Abate Pietro da Bari*, who cultivated rare vineyards, and, having appreciated his careful care, gave to him as a gift other vineyards to experiment new grafts. Therefore, Italy boasts a millenary tradition, that always proceeds along the same path: ripen grapes are picked and pressed into tubs until grapes juice or must is obtained; this is a sugar solution containing from 15 to 25% glucose or grapes sugar. After fermentation phases, wine is decanted into barrels and left there to mature for a different period of time, depending on the wines. In this period, wine loses the excess of colouring substances, acids, organic salts and other substances, becomes clear and takes the specific characters of the wine which is intended to be produced. If, during the fermentation process, the transformation of sugar into ethyl alcohol is complete, the wine is dry; if, on the contrary, a part of non-transformed sugar remains in the wine, it is sweet and mellow. The last phase is

ageing: wine, kept apart from light, is subject to further modifications, improving its physical and chemical characteristics.

The cultivation of grapes and the production of wine in Italy is present in all the regions, in a major or less important way. Some areas in particular, *Piemonte*, *Lombardia*, *Trentino Alto Adige*, *Veneto*, *Toscana*, but also *Puglia*, *Sicilia* and *Sardegna*, produce many types of DOC (Denomination of Controlled Origin) wines, which are known and appreciated in a great part of the world.

Grape-harvest, which usually takes place from the middle of September to the middle of October, is thus a very common event in the Italian territory and those who like to take part to the various phases can start to enquiry around the end of August, beginning of September.

There are two types of job opportunities:

- ◆ grape-harvest in the vineyards, in September and October
- ◆ grapes processing in co-operative stores wine-cellars in September, October and November.

You can visit some interesting websites to find information about companies:

- ◆ [www.vitaliaonline.net](http://www.vitaliaonline.net) section *Aziende vinicole*. There is a short description of the types of wines produced and e-mail addresses to contact the companies.
- ◆ [www.enotecadelpiemonte.com](http://www.enotecadelpiemonte.com) website promoted by *Regione Piemonte*, translated into French, English and German; it contains information about the production of wine in *Piemonte* and, in particular, in the *Carta dei vini* section, about the companies operating in the regional territory.

Also the website of Camere di Commercio Italiane - [www.infoimprese.it](http://www.infoimprese.it) which lists all the Italian companies, enables to find wine producers by using, for example, *Viticoltore* as a key-word, and limiting the geographic area by region or by Province.

## 2.2. HOTELS, RESTAURANTS, YOUTH HOSTELS

Italy has a well established tradition as a tourist place, not only for summer holidays at the seaside or at the mountains, but also for visits to museums and cities of art town that are spread all over the peninsula; therefore, there are many tourist structures, such as restaurants, pizza shops, ice-cream shops, coffee-shops, pub, hostels, all over the territory.

The areas where there is a large concentration of tourist structures, due to the fact that they are summer holidays resorts, are the ones situated near the coasts, the residential areas around large and small lakes in *Lombardia*, *Umbria* and *Lazio*, and the areas in the Alps and Apennines; in the latter, it is possible to find a job both for the summer, and for the winter season which, even though is strictly connected to the presence of the snow, usually runs from November/December to March.

## Hôtels

In Italy there are 33,200 hotels with a total offer of 900 thousands rooms and 1 million 700 thousands beds. In a year, 210 million overnight stays are registered, of which 40% concerns foreign and 60% concerns Italian tourists.

Hotels start to look for personnel for the summer season early, from February/March and, as a rule, preference is given to those workers who are available for the whole season, that is until the end of September. For the winter season, it is necessary to start to seek for a job from the end of September/beginning of October.

The most required professional profiles are:

- ◆ cleaning personnel
- ◆ cook-assistant
- ◆ barman
- ◆ room service
- ◆ waiter
- ◆ cook
- ◆ porter
- ◆ dish-washer
- ◆ secretarie
- ◆ night guardian
- ◆ receptionist

People with some experience in this sector have more possibilities to find a job; among the preferential requisites for all the occupations which imply a contact with other people, there is the knowledge of at least a foreign language which, depending on the areas, can be English and/or German.

To find a job, you can enquiry directly at hotels, restaurants, fast food in the chosen tourist areas, *Centri per l'impiego*, *Associazioni di categoria*. The various job opportunities are advertised also on local newspapers.

### Employment Centres

Often Employment Centres promote specific activities to encourage the search for personnel during the summer. For example, *Centri per l'impiego of Ravenna, Cesena, Rimini, Riccione* and *Ferrara* have activated a service aimed to favour the matching of job demand/offer in the sectors of tourism and hotels. This action is addressed to all those who are interested in a seasonal work in the tourist sector along the coasts of Romagna. For information, send an e-mail to: [stagionali@regione.emilia-romagna.it](mailto:stagionali@regione.emilia-romagna.it), or, visit the websites of Employment Centres of the above mentioned towns, like for example the Centro per l'impiego di Ravenna - [www.lavoro.ra.it/stagionali.htm](http://www.lavoro.ra.it/stagionali.htm). In this website, it is possible to post one's own curriculum vitae and fill in a covering letter

indicating the place in the coast where you would like to work. When the letter is sent, it is necessary to confirm your availability for the job, through a specific password. The names of the people who have sent the letter, are at disposal of the companies looking for personnel. It is also possible to read the seasonal work offers in the *Offerte di lavoro* section and contact the hotels and restaurants that have posted their offer directly.

The websites of the *Centri per l'impiego* which are involved in this project are (the address of *Ravenna* has been given here above):

- ◆ Ferrara - [www.provincia.fe.it/lavoro](http://www.provincia.fe.it/lavoro)
- ◆ Forlì - Cesena - [www.provincia.forli-cesena.it/lavoro/index.htm](http://www.provincia.forli-cesena.it/lavoro/index.htm)
- ◆ Rimini - [www.provincia.rimini.it/progetti/formazione/impiego/home.htm](http://www.provincia.rimini.it/progetti/formazione/impiego/home.htm)

In addition, *Centri per l'Impiego della provincia di Trento* through l'Agenzia del Lavoro, offer an on-line matching between job offer and demand in the sector of tourism which are valid also for the winter season. On the website of the Agency [www.agenzia-lavoro.tn.it](http://www.agenzia-lavoro.tn.it), in the section *Servizi per i Lavoratori/Lavoro nel settore turistico*, you access this service which is organised in co-operation with the *Ente Bilaterale Turismo* of the Region *Trentino*.

### Group Associations

Actions encouraging the search for personnel to employ for the season are also organised by *associazioni di categoria*, which usually collect applications for their member companies. It is the company which, after having received the list of names, contacts the candidates directly. To apply, it is necessary to send your curriculum vitae and a photo by fax or by mail. Addresses are listed at page 138.

A website, available also in English, which we recommend you to visit is [www.italyhotels.it](http://www.italyhotels.it) of *FAIAT - Federazione della Associazione Italiana Alberghi e Turismo* (Federation of the Italian Hotels and Tourism Association), an organisation of the entrepreneurs in the sector who are members of *Confcommercio*. It is possible to find websites and addresses by following this instructions: from home page, click *hotel search*, choose the region, choose the province, click *search*; at this point the list of hotels with address, phone number and website, when available, is displayed.

Also the website [www.planethotel.net](http://www.planethotel.net) has a job section with the possibility to add one's own curriculum vitae on-line. This website is available in English, French, German, and Spanish.

### Other Bodies

CHG, *Consult Hotel Group*, is an organisation operating the field of training, search, selection and development of human resources in the sectors of tourism and hotels.

CHG Consult Hotel Group  
Via Nazionale, 221  
00184 Roma  
Tel. +39-06-48906051/47825713/47883581  
Fax +39-06-48987219  
offerta.lavoro@chg.it  
www.chg.it

On the website, it is possible to access a database with job offers in this sector, and it is possible to post your curriculum vitae. Companies visiting the website or contacting the association directly, can use the posted curriculum vitae to select their personnel.

ConsultaAzienda is a magazine devoted to the search for personnel in the sector of hotels and restaurants, providing to hotel owners the names and the skills of potential workers. Hotel owners will contact directly applicants with the required skills.

ConsultaAzienda  
Via Trieste, 16  
23875 Osnago LE  
Tel. +39-587342 / 587356  
Fax +39-92.80824  
www.consultazienda.it

Further job opportunities in this sector can be offered by **hotel chains**, both Italian and foreign ones, which manage hotels all over Italy. At page 139 are listed their addresses and websites, which sometimes include a job section.

The covering letter can be submitted also to **agricultural-tourism farms and camp sites**: we recommend to visit the following websites to find the relevant addresses:

- ◆ Agriturismo.com - [www.agriturismo.com](http://www.agriturismo.com)
- ◆ Agriturismo Network Italia - [www.agriturisonet.net](http://www.agriturisonet.net)
- ◆ Assocamping - [www.assocampingweb.it](http://www.assocampingweb.it)
- ◆ Campeggi Italiani - [www.campeggi.com](http://www.campeggi.com)

### **Restaurants - fast foods**

Restaurants offer many job opportunities to those who are interested in seasonal work. The job services, listed at page 113 and 114, of the employment centres of the coast of *Romagna*, and of *Trentino* region, take care also of the search for personnel to be employed in restaurants. We recommend to contact these services, following the above-mentioned instructions.

Another possibility is given by the big **fast food chains** which, in the job section of their website, advertise job offers and accept curriculum vitae on line. Addresses are at page 140.

The addresses of restaurants, pizza houses, snack-bars taverns can be found on the website of *Camere di Commercio Italiane* - [www.infoimprese.it](http://www.infoimprese.it), listing all the Italian companies. The search can be made by entering the name of the region and the type of product or service required.

It is also possible to use the website of *Pagine Gialle* - [www.paginegialle.it](http://www.paginegialle.it), enter as key word, for example, *Ristoranti* or *Trattorie* and the town required.

For those who have experience as cook assistant, cook, chef, *Federazione Italiana Cuochi* (Italian Cook Federation) manages a service *Cerca lavoro* to put companies and workers in contact. For information:

**FIC - Federazione Italiana Cuochi**

Via Pergolesi, 29

20124 Milano

Tel. +39 - 02-66983141

Fax +39 - 02-66984690

[fic@fic.it](mailto:fic@fic.it)

[www.fic.it](http://www.fic.it)

### Youth Hostels

At the beginning of 1900, Youth Hostels were founded to promote the meeting and mutual knowledge among young people belonging to different races and cultures in a healthy environment, free from all discrimination. Even nowadays hostels continue to be a meeting place for many people, young and not so young, who think that tourism is not only a way to visit foreign countries at a low cost, but also a meeting opportunity. Also youth hostels hire workers during the summer to work as: guardians, receptionists, cleaning operator, cook assistant, technician and maintenance operator. Knowing one or more foreign languages offers additional opportunities, as well as previously acquired experiences in the field. Further information and addresses can be found on the Association website:

**Associazione Italiana Alberghi per la Gioventù**

Via Cavour 44,

00184 Roma

Tel. +39-06-4871152

Fax +39-06-4880492

[aig@uni.net](mailto:aig@uni.net)

[www.ostellionline.it](http://www.ostellionline.it)

Other addresses are listed at page 141.

## 2.3. TOURISM

Tourism in is one of the most important economic activities in Italy. There are many structures that are concerned with the organisation of holidays and that offer stays in picturesque places, equipped with all comforts.

For all information concerning the sector of tourism, we recommend to visit the website of ENIT– Ente Nazionale Italiano per il Turismo – [www.enit.it](http://www.enit.it), which offers many precious information to those who want to know more about this sector, for instance about various typologies of hotels, tourist offices, travels agencies, and so forth.

Further useful sources of information concerning this sector are available on specialised magazines, such as:

#### **Job in Tourism**

Via Carcano, 4

20129 Milano

Tel. +39 - 02-48519477

[jobintou@tin.it](mailto:jobintou@tin.it)

[www.jobintourism.it](http://www.jobintourism.it)

This magazine, which is the on-line version of the supplement issued on Friday by the newspaper *Italia Oggi* - [www.italiaoggi.it](http://www.italiaoggi.it), includes job opportunities, applications, and information on the sector. On the website it is possible to read all the articles, but for the ads database you must be a magazine subscriber.

### **Summer Educational Centres**

Those who love to be in groups and work with children and teen-agers can try to find a job at a summer educational centre. The major activities concern guiding, assistance, entertainment and organisation of leisure time activities for children and teen-agers on holidays.

Requests for: entertainers, educationalists, sport trainers, but also cooks, cook-assistants, bathing-attendants and nurses/male-nurses. Possibilities are higher for people experienced in entertainment, or with a professional specialisation because for some tasks some requirements are needed (i.e.: diploma as a nurse/male-nurse; professional qualification for cooks; patents for sport assistants or swimming instructors, etc.). For those who are still students in the socio-educational areas, it is possible to apply as 'assistants'. Of course, commitment and responsibilities are higher in comparison with the vigilance and organisation of daily activities. The working period runs from June to August, but we recommend to look for opportunities from March.

There are many institutions that manage summer centres. Some of them have a more marked educational goal and include educationalists, teachers, parents and young people committed to organise leisure activities and summer holidays. This is, for instance, the case of the *Cooperativa Sociale Centri Rousseau*; if you are interested, you can visit the website [www.centrirousseau.it](http://www.centrirousseau.it), or you can send an e-mail to the following address: [rousseau@tiscalinet.it](mailto:rousseau@tiscalinet.it)

Another example, different from the one stated above, is represented by **Italia Nostra - Associazione Nazionale per la Tutela del Patrimonio Storico, Artistico e Naturale**, that aims at protecting from abandonment and demotion ancient monuments, natural resources or arts and crafts. The Association organises activities for children in the area of Education/Environment. On the website [www.italianostra.org](http://www.italianostra.org) you can find information in the section *Progetti / Centri Estivi*. Additional information can be required at:

**Italia Nostra - Settore Educazione/Ambiente**

Via Nicolò Porpora, 22

00198 Roma

Tel. +39 - 06-84406326

Fax +39 - 06-8844634

[educazioneambiente@italianostra.org](mailto:educazioneambiente@italianostra.org)

To apply as a candidate, you must send your curriculum vitae together with a covering letter supporting your request and stating your availability for the period. In the last pages of the present publication, in the section *Allegati*, you will find facsimiles of both curriculum and covering letter which can offer some useful suggestion when writing of you own CV.

At page 141 you find the addresses of some agencies which select people to work in educational centres; we recommend to contact them before the summer. At page 143 you find the addresses of centres which are generally open only during the summer holidays.

The houses for children or **Kinderheim** offer, either for summer or winter holidays, residential stays at the seaside or at the mountains for both boys and girls up to 12 years. These too are structures that you can address to enquire about job opportunities. The majority of kinderheim is associated to **AKI**:

**AKI - Associazione Kinderheim Italiani**

Via Vincenzo Monti, 33

20123 Milano

Tel. +39-02-4982588

Fax +39-02-43315350

[aki@mbox.zero.it](mailto:aki@mbox.zero.it)

[www.kinderheim.it](http://www.kinderheim.it)

We state here below some kinderheim websites:

- ◆ [www.aquilone.it](http://www.aquilone.it)
- ◆ [www.casadegli scoiattoli.it](http://www.casadegli scoiattoli.it)
- ◆ [www.cioccoragazzi.it](http://www.cioccoragazzi.it)
- ◆ [www.kinderheimdolomiti.it](http://www.kinderheimdolomiti.it)
- ◆ [www.lacasainbosco.it](http://www.lacasainbosco.it)
- ◆ [www.mastio.it](http://www.mastio.it)
- ◆ [www.torretta.it](http://www.torretta.it)

For additional addresses you can visit the website:

[www.romeguide.it/TURISMO/KINDER.HTM](http://www.romeguide.it/TURISMO/KINDER.HTM)

## Cruising ships and ferries

To work on a ship means to live in a special world enabling to have a series of experiences: to travel and visit new places, to meet people and have fun, to learn about different traditions and customs and, why not, to return home and leave again after a while. It could be a new way to acquire a brief working experience, with contracts running from 4 to 6 months.

To board a cruising ship or a ferry you must have the *Libretto di navigazione* issued by the *Capitaneria di Porto* closest to your home address. To work in the field *Coperta o Alberghiero* you must be older than 15 years, and to work in the field *Macchine* you must be older than 18. Nevertheless, if you have not previous shipping experiences, or if you have not shipping certificates, you must attend a preliminary training course including: survival and salvage, fire fighting (basic level), first aid, personal security and social responsibilities. People employed in the kitchen or for room service must own the *Libretto di idoneità sanitaria* issued by their *AUSL*.

Once you are ready to go, according to your own skills and experiences, you can evaluate for which sector you want to apply. As a rule, all the personnel serving on a ship is divided into crew and staff. Crew includes the sectors of deck, engines, and restaurant; in turn, this latter includes officers, people assigned to room service, and people employed to serve in the kitchen. For some beginner-professions no special training is required: for instance, the *kitchen-boy*, who is in charge of cleaning and tidying up; the *room-boy*, who takes care of cabins tidying up or helps to set the restaurant room or bar; or the *piazzalista*, who monitors the operation of cars loading and unloading and offers assistance to passengers during both boarding and landing of the vehicles.

On board there are also other professionals, with various professional qualifications and knowledge of languages, who work in specific sectors which render the life on a ship very similar to that of a small city equipped with all comforts and services: officer in command, hostesses, restaurant and bar waiters, chef, cook, but also entertainer, orchestra players, singer, DJ, light technician, sound technician, electrician, plumber, cashier, seller, and many more.

The best way to contact the shipping companies is to send your curriculum vitae with a photo, together with a covering letter, directly to the shipping companies which have routes that interest you. As a matter of fact, we recommend to take into consideration also the places that are touched during the navigation, as well as the final destination: Mediterranean Sea, Africa, Europe, Atlantic Ocean, Eastern Countries, Pacific Ocean, etc. We recommend to visit the websites:

- ◆ [www.crociereonline.net](http://www.crociereonline.net)
- ◆ [www.toremarmar.com](http://www.toremarmar.com)
- ◆ [www.traghettilines.com](http://www.traghettilines.com)
- ◆ [www.travelunited.it](http://www.travelunited.it)

At page 144 you find a list of some shipping companies.

## Amusement Parks

For those who desire to work in close connection with the public, in an environment dedicated to amusement and leisure, this is certainly the most fascinating sector.

In the past years, many Italian regions have increased the number of their thematic and/or amusement parks. A great number of these structures can be find in areas which are already established as holidays resorts, such as the *Riviera Romagnola* (on the Adriatic coast).

Due also to its dimensions, work in a park involves a great number of professionals: assigned to hospitality, to attractions, to merry-go-round, entertainers, gardeners, security staff, cleaning and maintenance staff, office personnel, and many others, less visible from the outside but who, working behind stage, grant that the park is operative.

As a rule, each park is characterised in a way which makes it unique and, therefore, it can require special skills which are created somewhere else and which are then 'lent' to the park in order to create its own peculiarity. For instance, an example is the biologist, who can be employed in either an aquatic park or in a dolphin-aquarium.

The associations of the sector, *Unionparchi e Federturismo*, define six basic qualifications: operator, assigned, specialist, expert, professional, and manager. For some high-profile professions, they require some specific professional qualifications. For other professions which require a frequent contact with customers, such as the selling department or the information department, no specific qualification is required; what matters are personal attitudes and characteristics, such as to be open and cheerful; to know how to relate with customers; to be kind and polite; to be able to organise one's own job and carry it out carefully; to be calm during emergencies; to be resourceful and able to solve problems when they arise without getting discouraged.

We recommend to visit these websites:

- ◆ Park Mania - [www.parksmania.it](http://www.parksmania.it)
- ◆ Parchi - [www.gate2000.com/parchi](http://www.gate2000.com/parchi)

or check addresses listed at page 145.

## Natural Parks

In Italy there are great varieties and types of protected areas: in addition to the already established 20 national parks (4 of them are waiting to be activated), 105 regional parks, and 16 marine protected areas, there are natural reserves having various dimensions and goals, complex biotopes, natural monuments and protection oasis. All together, more than one million and half of hectares, that is 5% of national territory, are protected in order to preserve the specific characteristics of the Mediterranean environment.

Volunteers mainly manage parks, so that there are not many job opportunities in this sector. Nevertheless, in some cases it is possible to get temporary jobs to support the already operative staff, for instance during the high season when there are many visi-

tors. Sometimes, it is the Park Direction which takes care of temporary jobs-offers, but in most cases you must address the local Employment Centres, as parks are under the control of the *Corpo Forestale- Ministero dell'Agricoltura e Foreste (Parco nazionale dello Stelvio, del Circeo, della Calabria)* or the *Ministero dell'Ambiente (Ente Autonomo Parco Nazionale d'Abruzzo)*.

For additional information, visit the website [www.parks.it](http://www.parks.it).

The institutional addresses of parks, co-operatives or associations which help to manage the parks can be found at page 150.

## Spa

Since the Nineties, in Italy the Spa sector has undergone important transformations. The change, which has been in part due to the cut of all support from the Public Health System, has involved also the typology of Customers, which today include not only aged people, but also people of all ages. In addition to the traditional treatment of spa typical pathologies, such as respiratory organs affections, skin affections, etc., the offer of services also includes beauty cares, and, more in general, aims at retrieving fitness through sport activities. Therefore, in addition to people assigned to spa services, these centres employ more and more beauticians, massagists, sport instructors, etc.

For additional information on spa tourism visit the website [www.termes.info](http://www.termes.info). The addresses of the major Italian spa are listed at page 154.

## Tourist villages

Perhaps you have experienced a tourist village as a customer and have had a wonderful time and unforgettable holidays; so, why don't you try to be at the other side of the fence? It could be a nice way, even though a more demanding one, to live again a positive experience in pleasant places and in close contact with people of different nationalities.

If you like the idea, then you must think of the activity you intend to apply for. The tourist village employs many professionals because it offers a great number of services to its customers and the village must always work in a perfect way. Therefore, in addition to entertainment, restaurants, sport activities, welcoming and customers assistance, there are also professionals who are in charge of maintenance, administration, care of children. It is a demanding job, and the working hours can be quite heavy, but it could be a way to test yourself.

As a rule, you must be older than 18 years, apt to come to terms with different situations, and be creative, possess organisation skills and an open attitude. Depending on the activities that you must carry out, they can require the knowledge of the English language or of another language, or some basic knowledge of major software programs.

Some activities might require a qualification (sound technicians, light technicians, set-designer), or a patent (for instance for sport instructors, which, as a rule, are a great

number), or the attendance of a brief training course, (for instance for entertainers). Entertainment is a term implying many activities that involve the public. You must be able to use a microphone, tell jokes, laugh and make the others laugh, be able in convincing people to take part into the activities, be able to dance, play or sing. Of course, it is obvious that even though you are not a real professional, you must have a certain gift and be good improvisers, and you must like to take the centre of the stage.

February/April and September/October are the periods during which specialised agencies for the selection of tourist villages entertainers and tour operators start their search for people to employ for the summer and winter seasons. You must send your curriculum with a photo and mark out all those experiences that, depending on the sector you are applying for, can be considered as important elements for choosing you, no matter if they were not achieved in other tourist villages. As a rule, food, room and insurance are paid by the employer. Remuneration is never too high and varies depending on your role.

The addresses of the major tour operators are listed at page 155, while the specialised agencies for the selection of tourist villages entertainers, which often work on behalf of tour operators, are listed at page 157.

## 2.4. OTHER SECTORS

### To work in the show-business as an extra

If to work in movies or TV is your hidden dream, you can try to work as an extra or a *figurante* in the show business. They pay on a daily basis and you must be enrolled at the *Ufficio di Collocamento dello Spettacolo*, managed by the *Ministero del Lavoro e Politiche Sociali* that controls the unique national list of people working in the show business:

Ministero del Lavoro e Politiche Sociali  
 Ufficio Speciale Collocamento Lavoratori Dello Spettacolo  
 Via Fornovo, 8  
 00192 Roma  
 Tel. +39-06-3218221  
[www.minwelfare.it](http://www.minwelfare.it)

Enrolment at the *Ufficio di Collocamento dello Spettacolo* is compulsory to get a job, even though for a single day, at any movie production. Extras must enrol as *Generico*. You can enrol at your local *Centro per l'impiego* which will forward the request to the central agency in Roma. The office registers the application and issues a temporary coupon that you must show when enrolling at *ENPALS*, the agency which takes care of the social security contributions concerning your possible employment.

For all information:

**ENPALS**

**Ente Nazionale Previdenza Assistenza Lavoratori dello Spettacolo**

**Viale Regina Margherita, 206**

**00198 Roma**

**Tel. +39 - 06-854461**

**[www.enpals.it](http://www.enpals.it)**

Useful addresses are listed at page 158.

### **To work as collectors for motorways Companies**

From June to September, the motorways Companies do employ people temporarily as collectors at their toll-booth areas, as well as maintenance staff. Application must be addressed to the Human Resources Direction of the Companies which manage motorways; you have to state your availability for the period, and state if you possess a driving license. As a rule, remuneration is quite good. The addresses of the motorways Companies are listed at page 159.



## ANNEXES

- 1. CURRICULUM VITAE**  
CURRICULUM VITAE FACSIMILE
- 2. COVERING LETTER**  
COVERING LETTER FAC-SIMILE
- 3. INTERVIEW**  
EXAMPLE OF INTERVIEW

## 1. CURRICULUM VITAE

### What's it

The Curriculum provides the concise synthesis of your studies and working experiences. You send it: to answer a newspaper announcement; to promote yourself among consultancy and selection agencies which collect applications; to submit your own application to a Company. The CV final goal is that of obtaining an interview. A curriculum must be accompanied by a covering letter or candidacy explaining the reasons supporting your application without repeating what has already been stated in the curriculum.

### A curriculum must

- ◆ Suggest a first favourable impression
- ◆ Promote interest and encourage to investigate further (interview to select applicants)
- ◆ Be correct in its form and complete in its contents
- ◆ Be concise (a head-hunter seldom considers a curriculum for more than 30 seconds!). CV must never exceed 2 pages length. For first-job applications, one page is enough.

### What is it for

It is a personal inventory which enables to have at hand one's own entire professional life and which can be used to introduce oneself to a potential employer. The CV can become a track to follow for the interviewer and a useful memorandum for final candidate selection.

### Its contents

When writing one's own curriculum it is better:

- ◆ To focus on that information which are truly important for the application, avoiding those which have no links with the required position, or which could compromise the application itself. In all cases, it is wise not to cheat.
- ◆ To enlighten one's own skills, to emphasize previous tasks, to present all experiences as a continuum.

Each curriculum must mirror its writer. Therefore, the perfect curriculum does not exist, as there are as many versions depending on the characteristics of both senders and addressees. This means that the curriculum must be updated each time that you focus on a specific Company as a potential interesting working place. In particular, in this case, in order to send a CV with some good chances of being considered, it is important to acquire information on the Company and its organisation. Quite often it is possible to find some suggestions on the materials that the same Company produces to promote

itself on the market. Information received by those who are already employed can be useful and, sometimes, also the passing on of the word with occasional acquaintances. Never leave out any occasion which might help to better focus the Company you are interested in.

## CURRICULUM FAC-SIMILE

**CURRICULUMVITAE** di.....

### DATI ANAGRAFICI

Nato a.....il: .....

Residente in: ..... città: .....

Telefono: .....

Stato Civile:.....

Patente:.....

Iscritto al collocamento dal: .....(Only if you have been enrolled for more than two years)

### STUDI E FORMAZIONE PROFESSIONALE

*(List them from the most recent backwards)*

Titolo di studio: .....

Conseguito presso: .....Anno.....

Voto: .....(You can leave this out if it is not significant))

Altre informazioni: .....(i.e. title of your thesis)

Qualifica di: .....Conseguita presso: .....

.....In data: .....

Corso di: .....Frequentato presso: .....

.....Periodo: .....

### Lingue

*(Foreign languages that you can speak/write and at what level)*

### ESPERIENZE PROFESSIONALI

*(List them from the most recent backwards; when possible list also informal)*

Periodo: .....Tipo di lavoro: .....

Presso:.....Mansione: .....

### DISPONIBILITÀ

*(State if you are prepared to travel, to move to different locations, to apprenticeship, to part-time jobs)*

## ALTRE ESPERIENZE UTILI

*(List present or past experiences that can enrich your personal characteristics and that, depending on the job, could prove to be of some interest. For instance: 'I have been a mini-basket coach since 1996'; 'I worked as a volunteer with elder people from 1992 to 1994'; 'I'm the treasurer of the cultural association "The Brick"; "I travelled frequently to Asia")*

Autorizzo a trattare i miei dati ai sensi della legge 675/96

Data .....Firma.....

## 2. COVERING LETTER

The covering letter constitutes an important tool when you are searching for a job; it is a way to touch base with the Company and, when writing it, you can be less formal and more spontaneous than in the CV. Some creativity is required to differentiate oneself from other candidates, and trigger some curiosity in the reader and therefore obtaining an interview.

There are two possibilities:

- ◆ To answer an announcement
- ◆ To send the covering letter and the CV autonomously because you want to contact a specific typology of Company

In both cases, it is recommended to carry out a brief, but important research on the Company characteristics.

### How to begin

If you are answering a job announcement published on a newspaper, state it clearly at the beginning of your letter and recall the reference: *"Oggetto: risposta al vostro annuncio pubblicato il giorno x sul giornale y"*

If you are promoting yourself autonomously, send the covering letter to the director of the area/office where you would like to work (it is better if during your search you have found out his/her name and surname), clearly stating which is the position you are applying for.

### The Company

At this stage, the search that you have carried out on the Company will enable you to support your interest, no matter if you are answering an announcement or sending your own application. In practice, you must let them understand the reasons why you have chosen that Company (*You know their products; you think that theirs is a prestigious mark; you know their market expansion...but be careful to be really well informed because, should they contact you, your information must prove to be true!*)

### Why just me

Then, you must talk about yourself. Avoiding to repeat what they can already find in the enclosed CV, you have a few lines to work out your strong qualities (*you are ready to travel, to move to a different location, to participate in working experiences and apprenticeship, you know one language well*), as well as your personal characteristics (*you adapt easily to various working habitats, you are open, you have no problems in dealing with other people, you are respectful of rules*) which make of you a perfect candidate for that Company. For those who are looking for their first job, this is certainly the most difficult aspect, but you must push yourself, evaluate your characteristics and expectations (*studies, experiences, and hobbies*) and relate them all to the needs of the Company. State what you think you can offer, but do not overemphasise, at this stage, your expectations

### The interview

This is the true goal of both the covering letter and CV. Support your request by underlining the fact that you would love to have the chance to explain further with an interview what you have written.

### Greetings

Choose a standard sentence: *Cordiali saluti* or something similar. Sign the letter, make a copy and keep it as a memorandum.

## COVERING LETTER FACSIMILE

da "Orientalavoro"n.12, luglio'92 - Provincia Autonoma di Trento

Egregio Dott.  
Gentili Signori  
Spett.le Ditta / Soc  
Luogo e data

Oggetto: richiesta di collaborazione

- a) Some reference to the Company and/or its activity is recommended
- ❖ *conosco il settore per esperienze lavorative precedenti;*
  - ❖ *mi risulta che la vostra azienda è all'avanguardia, innovativa, leader, in espansione, dinamica;*
  - ❖ *sono venuta a conoscenza dell'apertura di nuovi punti vendita da parte della vostra azienda; qualora prevediate ampliamento di organico, desidero sottoporvi la mia candidatura.*

- b) My characteristics – personality – skills – professional goal
- c) Proposal for co-operation
  - ❖ *sono convinto di riuscire, nell'ambito della Vostra azienda, ad esprimere al massimo le mie capacità e valorizzare la mia esperienza;*
  - ❖ *certo di potervi offrire una valida collaborazione ;*
  - ❖ *ritengo di possedere capacità ed esperienza per un proficuo inserimento nella Vostra organizzazione;*
  - ❖ *altro*
- d) State if you are available for training courses, part-time jobs, apprenticeship contract, or if you own your own means of transport.
- e) State if you can provide any reference
- f) Greetings and signature
- g) Surname and name. Address and telephone number
- h) Enclose curriculum vitae

Three weeks after having sent the letter, you can call the company and promote again your application. It will not be easy to pass through the secretarial screening; nevertheless, be polite but try to insist and get an interview, let them understand how important it is for you to know that your letter has been acknowledged.

Do not give up after the first denials. Your calls might come at the wrong moment and you must be very tenacious to be able to talk with the required person.

When you reach the required person, introduce yourself, refer to the letter of application that you have sent (keep the copy at hand) and ask for an interview.

### **3. INTERVIEW**

Each company has its own problems, needs, style and values. During the interview, the interviewer tries to understand if the candidate, with his/her personality, expectations, professional experiences and acquired skills, is compatible with the Company, both as a professional and as a human being. At the same time, the candidate him/herself needs

to assess if that job, on which he/she got information and that he/she finds interesting to start or to continue his/her professional life, fits his/her real needs.

Therefore, during an interview try to:

- ◆ be relaxed and calm
- ◆ dress properly, try to be at ease, do not chew, do not smoke, speak slowly
- ◆ be confident, answer in the most eloquent way and be more receptive to questions
- ◆ avoid embarrassing silences while showing that you can also listen

#### **How to prepare for the first interview**

- ◆ Acquire information on your interviewer before going to the interview; try to know the name of the Director of Human Resources, of the Board Director or of the General President/Director if it is a small Company
- ◆ Gather all possible information on the Company: production, market status, turnover, expansion logistics, etc.
- ◆ Before the interview, read again your CV; the interviewer could have it at hand and could ask very precise question or require very precise clarifications. It is important to link the information that you have on the Company to your studies, your working experiences and/or your skills and knowledge.
- ◆ Try to imagine the questions that your CV could suggest. If you have worked before, they could ask for your previous wage, and/or the positions that you have already covered up to the present day; they could ask if you are prepared to travel, to move to different locations, if you are married and also some details on your family; they could enquire if you have had healthy problems, etc.
- ◆ Questions can be thousands and it is impossible to anticipate them all; please remember that the relation that you succeed to establish from the very first moments of the interview could help you to encourage more favourable questions. Be relaxed and smile, and answer staring your interviewer into his/her eyes.
- ◆ Have some questions ready to ask concerning the Company. Sum up what you already know concerning the structure, its dimensions and products, and ask for additional information to your speaker, such as clarifications on the market and possible changes, type of customers; in this way you will show a real interest, since you really want to join precisely that Company.

#### **During the interview**

- ◆ The interviewer knows your studies, as he/she has your CV; what he/she is looking for is your potential. For instance: can you integrate in the Company, can you learn, progress or move further than the position you are applying for? Show cleverness, creativity and communication skills.

- ◆ Underline your experiences, explain your curriculum and your activities in a positive way. Do not discuss too much your failures; instead insist on how you overcome and react to all difficulties.
- ◆ Do not be afraid of being curious, ask questions about the Company and show will to learn and know.
- ◆ Answer all questions, even the most delicate and personal ones, with no hesitations.
- ◆ Try not to show irritation, even though you think that they are asking an inappropriate question.

### The second interview

The next phase of the selection can be carried out through tests or other interviews (this is often the case for state agencies, big companies, etc.); or it can be another interview, similar to the first one, but with another interviewer. In this case, it is possible that you have to discuss similar subjects again, facing an interviewer who can develop the interview with different techniques. Do not panic, you have already made a good impression; just try to reinforce such a positive impression and remember that if the interview becomes more technical, you, in turn, can go further ahead by asking questions which help you to know better all the aspects related to a possible job, including salary.

### Tests

Tests can be of several types. Generally speaking, they use attitudinal tests and forms aimed at investigating the candidate's personality. On sale there are books which enable to understand the required procedure and practise to give quick answers. Tests concerning the candidate's personality contains multiple choice questions. You choose the answer that better mirrors your opinion, there are no right or wrong questions.

## SOURCES

### TEXTS

- ◆ AA.VV "Luoghi e professioni del loisir" Franco Angeli, 1996.
- ◆ AA.VV "L'Orientamento in Fiera. Professionalità e competenze nei parchi ricreativi e tematici" ( a cura di Sara Donati) Enaip e Provincia di Rimini, 2000.
- ◆ "Italia:lavori nel turismo" ( a cura di Eurocultura), 2000.
- ◆ "Lavoro e Turismo" ( a cura di Eurocultura), 2000.
- ◆ "Lavoro e Turismo" Collane guida Informagiovani, Comune di Genova, 2001
- ◆ "Lavorare nel Turismo" Collana Professioni, Regione Emilia-Romagna, 1997.
- ◆ "Lavorare nell'agricoltura" Collana Professioni, Regione Emilia-Romagna, 2000
- ◆ "Lavorare nell'area salute e benessere" Collana Professioni, Regione Emilia-Romagna, 1999.
- ◆ "Lavorare negli alberghi e ristoranti" Collana Professioni, Regione Emilia-Romagna, 1999.
- ◆ Pacciani, A.Scaramuzzi, S."L'organizzazione economica della produzione e del commercio dei prodotti florovivaistici: il caso della Toscana" in: Ricerca FLO, Comune di Pescia - Co. Ripr. Ol., 1998.
- ◆ Repertorio dei Centri per l'impiego – ISFOL -2001

### WEB SITES

#### Per l'agricoltura

- ◆ [www2.arsia.toscana.it/florovivaismo/introduzione/index.html](http://www2.arsia.toscana.it/florovivaismo/introduzione/index.html)
- ◆ [www.oliofitaly.com](http://www.oliofitaly.com)
- ◆ [www.madreterra.it](http://www.madreterra.it)

#### Hotels, restaurants, youth hostels

- ◆ **WorkOnLine - Provincia di Milano**  
[www.provincia.milano.it/associazioni/workonline](http://www.provincia.milano.it/associazioni/workonline)

#### Summer educational centres

- ◆ **WorkOnLine - Provincia di Milano**  
[www.provincia.milano.it/associazioni/workonline](http://www.provincia.milano.it/associazioni/workonline)

#### Amusement parks

- ◆ **Parksmania - [www.parksmania.it](http://www.parksmania.it)**
- ◆ **Janajai - [www.janajay.com/parchi.htm](http://www.janajay.com/parchi.htm)**
- ◆ **Finesettimana - [www.finesettimana.it/parcodiv/archivio.htm](http://www.finesettimana.it/parcodiv/archivio.htm)**

#### Natural parks

- ◆ **Ministero dell'Ambiente - [www.minambiente.it](http://www.minambiente.it)**
- ◆ **Il portale dei parchi italiani - [www.parks.it](http://www.parks.it)**
- ◆ **Parchi on line - [www.cts.it/parchionline](http://www.cts.it/parchionline)**

#### Tourist Villages

- ◆ **WorkOnLine - Provincia di Milano**  
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