

# **Spain - Workforce Recruitment & Staffing Checklist**

This checklist outlines the essential documents and recent government policies required for applying to workforce recruitment and staffing services through our company.

## **Minimum Documents Required to Apply:**

- Valid Passport (minimum 6 months validity)
- Updated Curriculum Vitae (CV) in English or Spanish
- Educational Qualification Certificates (translated to Spanish)
- Proof of Relevant Work Experience
- Medical Certificate confirming fitness for work
- Police Clearance Certificate from home country
- Job Offer Letter or Contract from Spanish Employer
- Recent Passport Size Photographs

## **Latest Government Policies/Rules:**

- All foreign workers must obtain a valid work visa before entering Spain.
- Employers must prove that the job cannot be filled by a local Spanish or EU worker.
- Work permits are tied to a specific employer and job role.
- Residency card (TIE) must be applied for within 30 days of arrival.
- Healthcare registration with the Spanish Social Security is mandatory for all workers.
- Non-EU workers must register at the local town hall (empadronamiento).

*NSR Bhatti Group*

*For more queries, contact: [info@nsrbhattigroup.com](mailto:info@nsrbhattigroup.com)*