



Lifelong  
Learning  
Programme

## MyComPASS– Reintegration Guide



Made for Romania  
by Centrul de Reeducare Buzias

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## 1. Introduction

Dear friend,

This Guide was created to assist you during your first days of reintegration into society. In the first days after release you'll need some important information and support on certain issues which are of primary interest for every person, such as financial aspects, those related to food, housing and others.

The present Guide was developed within the European project **CLAP – Convicts Liberty Aid**. This project is a response to the difficult reality faced by inmates in the first days after release. If this period is not well prepared in advance, risk of recurrence is higher. The project aims to support the preparation for release by providing a set of tools to the penitentiary specialists and to the inmates, but more importantly by providing an opportunity for the two categories of actors, to negotiate and to find common ground in their work, so that each intervention becomes as more personalized as possible.

The realization of this Guide was based on “dialogical toolkit”, created during the project by specialists in the center and the feed-back received from inmates/minors.

In this Guide, you will find the necessary information and contact details of relevant organizations that will provide you support in the first days of your new life.

We considered that this collected information can help you, because the period you went through so far was not at all easy and because not all young people in your situation know their rights and responsibilities they have at the moment of their release from the center.

The fundamental rights of citizens are registered and guaranteed by the Constitution. According to art. 15 of the Constitution the rights, freedoms and duties are universal and indivisible, all State citizens have the opportunity to enjoy them.

### **Therefore, after release:**

1. At the meeting with your family, relatives and friends be calm, do not react negatively, because you can find them unprepared, so strive to prove sympathy.
2. Find yourself a job or try to continue your studies.
3. Live honestly and follow rules and laws; ask when you're not sure about something, to not get in conflict with the law again.
4. Be thankful to start with less – every beginning is difficult.
5. Avoid alcohol and drugs. Remember that there are serious health risks and, on the other hand there are often indirect risks such as committing a crime being drunk, entering again under the law.
6. Avoid the circle of people who could turn you from your path.
7. Choose your friends carefully, do not forget that the last time you didn't make a good choice.
8. Report to the police station in the town where you have your domicile to be registered.
9. The family, the community need your freedom, so keep it!
10. Listen to your parents, talk to them longer and try to help them. Whatever your dilemma and problems are discuss them together; you will find a solution eventually!

## 2. Penitentiary system, preparation for release programmes and release procedures

### PREPARATION FOR RELEASE PERIOD

#### Duration

Two months before release.

The minors who will be released from the reeducation center at the end of the educational measure, according to art. 106 Criminal Code, will benefit from this program two months before the age of 18.

The minors who have been approved by the court (as proposed by the Teaching Council) to be released before the age of 18, according to art. 107 Criminal Code, will benefit from this program until the release date.

#### Procedures

For each minor, the placement in a reeducation center is a limited isolation from the community, but it does not mean the exclusion from it, the center representing a social-rehabilitation institution. Therefore, the preparation process of juveniles who will return to the community begins in the first day of placement, through a set of coherent and functional programs and activities, information, support, shaping behavior and personality of each one of them, depending on the individual needs and interests. The preparation for release program itself lasts two months and takes place at the end of the placement period in the center.

The final assessment of the juveniles from the reeducation center is the last step of the rehabilitation intervention, in order to estimate their chances of reintegration.

The final evaluation, as an activity, has 3 parts:

- a. elaborating and registering documents;
- b. final assessment from educational, psychological, social perspective;
- c. analyzing juveniles within the Teaching Council for proposal to release from the center.

In order to discuss about the juveniles within the Teaching Council, specialists involved in the rehabilitation intervention perform their final assessment in terms from psychological, social, scholar, educational perspective.

For the final evaluation of juveniles, each specialist uses its own methods and techniques of intervention areas (interview with minors, repeating the original questionnaires, standardized questionnaires, etc.), evaluations from programs in which the minor concerned attended, periodic assessments during placement.

During the Teaching Council the conclusions of each specialist – educator, psychologist, social worker, tutor/teacher are exposed – on all areas of intervention. After analyzing these conclusions, the following can be proposed:

1. release the minor before the age of 18, according to art.107 Criminal Code, for best results in learning and appropriate behavior;
2. release at the age of 18, according to Art.106, Criminal Code;
3. extension of the educational measure after the age of 18, when the educational measure has not reached its goal.

For the first or third option (before or after the age of 18), the court is notified, and will decide on the juveniles release date. In this case, two months before release the psychosocial intervention program of preparation for release shall take place.

For the second option – release at the age of 18 – two months before that date, the actual program of preparation for release begins.

### **Educational and psycho-social intervention program structure**

The overall goal of the preparation program for release is to support the minor for its social reintegration.

Preparing for release has the following specific purposes:

- to prepare juveniles for their social reintegration, in terms of finding a job, continuing studies, institutions and services provided, social protection services;
- training the family on the role that it plays in supporting the minor after release.

The activities take into account providing information on:

- Documents and procedures for employment:
  1. elaboration of a curriculum vitae (CV);
  2. elaboration of a «cover letter»;
  3. job interview;
  4. documents needed for employment.
- The Law 116/2002 on preventing and combating social exclusion by knowing the following rights
  1. to a job;
  2. to a house;
  3. to healthcare;
  4. to education.
- Information regarding jobs:
  - information about County Agencies for Employment;
  - information about Job Stock;
  - Information about Job Fairs.
- The unemployment allowance and social support
- Institutions that support socially disadvantaged persons

### 3. Relevant institutions for rehabilitation and release

#### 3.1 Relevant non-governmental organizations

Non-governmental organizations seek to improve the quality of life of disadvantaged people, especially children and families, providing social services and promoting professional practice in social work.

NON-GOVERNMENTAL ORGANIZATIONS				
Nr	Name of the organization	Telephone	Address	Web-site
1.	ASOCIAȚIA UMANITARĂ ÎMPREUNĂ PENTRU EI	0722968033 0362 800279	Str. Valea Roșie, nr. 137 Baia Mare, jud. Maramureș	<a href="http://www.impreunapentruiei.ro">www.impreunapentruiei.ro</a>
2.	HOPE AND HOMES FOR CHILDREN ROMÂNIA	0262 227419	Bd. București 2A, Baia Mare, jud. Maramureș	<a href="http://www.hhc.ro">www.hhc.ro</a>
3.	ASOCIAȚIA M.A.M.E.	0724064304	Str. Luntrei 2-4, bl8 Sector 2 București	<a href="http://www.asociatiame.com">www.asociatiame.com</a>
4.	ASOCIAȚIA UN PAS SPRE VIITOR	0724347945	Str. Soarelui, nr. 7, bl. 15, sc. C, ap. 2., Brașov, jud. Brașov	<a href="http://www.upsv.org">www.upsv.org</a>
5.	FUNDAȚIA "PENTRU VOI"	0256 228062 0356 421216	Str. Ioan Slavici nr. 47, Timisoara, jud. Timiș	<a href="http://www.pentruvoi.ro">www.pentruvoi.ro</a>
6.	FUNDAȚIA CHOSEN ROMÂNIA	0256 291386 0356 456980	Calea Buziașului, nr. 84, Timișoara, jud. Timiș	<a href="http://www.chosen.ro">www.chosen.ro</a>
7.	ASOCIAȚIA CLEMENTINA	0256 350305 0256 359528	Str. A. Ipătescu, nr. 5A, Lugoj, Timiș	<a href="http://www.facebook.com/Asociatia-Clementina">www.facebook.com/Asociatia-Clementina</a>

#### 3.2 Probation Services

Probation services mission is to increase public safety by reducing the risk of recidivism and reintegration into the community of persons who have committed crimes, to inform and to advice victims of crime, to promote alternatives to detention, to prevent crime.

PROBATION SERVICES				
Nr	Name of the organization	Telephone	Address	Web-site
1.	SERVICIUL DE PROBAȚIUNE DE PE LÂNGĂ TRIBUNALUL TIMIȘ	0256 293603	Str. G-ral Traian Doda, nr. 2, Timișoara, jud. Timiș	<a href="http://www.just.ro">www.just.ro</a>

2.	SERVICIUL DE PROBAȚIUNE DE PE LÂNGĂ TRIBUNALUL SIBIU	0269 217104 0745920054	B-dul Victoriei, nr. 11, cam. 18B parter, Sibiu, jud. Sibiu	<a href="http://www.just.ro">www.just.ro</a>
3.	SERVICIUL DE PROBAȚIUNE DE PE LÂNGĂ TRIBUNALUL MARAMUREȘ	0262 218235	Bd. Republicii nr. 2 A, Baia Mare, jud. Maramureș	<a href="http://www.just.ro">www.just.ro</a>
4.	SERVICIUL DE PROBAȚIUNE DE PE LÂNGĂ TRIBUNALUL IAȘI	0232 246090	Str. Nicolae Gane nr. 20 A, Iași, jud. Iași	<a href="http://www.just.ro">www.just.ro</a>
5.	SERVICIUL DE PROBAȚIUNE DE PE LÂNGĂ TRIBUNALUL CLUJ	0264 504312 0752492905	Calea Dorobanților nr. 2, camera 82, Cluj – Napoca, jud. Cluj	<a href="http://www.just.ro">www.just.ro</a>

### 3.3 Religious Organizations

Religious organizations are under the patronage of churches and their mission is to combat social exclusion, poverty and suffering, to encourage the development of the human person in the community, through solidarity and social commitment, to fight against social disparities and to improve quality of life.

RELIGIOUS ORGANIZATIONS				
Nr	Name of the organization	Telephone	Address	Web-site
1.	FUNDAȚIA „FILANTROPIA TIMIȘOARA”	0356 715986	Bd. C.D. Loga nr. 7, Timișoara, jud. Timiș	<a href="http://www.fft.ro">www.fft.ro</a>
2.	FUNDAȚIA „SOLIDARITATE ȘI SPERANȚA”	0232 220 548	Str. Costache Negri nr. 48, Iași, jud. Iași	<a href="http://www.fundatia.mmb.ro">www.fundatia.mmb.ro</a>
3.	FUNDAȚIA SERVICIILOR SOCIALE BETHANY Birou Timișoara	0256 499431 0723242534	Calea Dorobanților nr.4, Timișoara, jud. Timiș	<a href="http://www.bethany.ro">www.bethany.ro</a>
4.	FEDERAȚIA CARITAS A DEICEZEI TIMIȘOARA	0256 499556	Str. Corbului nr. 2 Timișoara, jud. Timiș	<a href="http://www.federatia-caritas.ro">www.federatia-caritas.ro</a>
5.	FUNDAȚIA CREȘTINĂ DE ASISTENȚĂ SOCIALĂ CASA	0259 467200	Str. Nufărului nr. 87, Oradea, jud. Bihor	<a href="http://www.casa.org.ro">www.casa.org.ro</a>
6.	ASOCIAȚIA CREȘTINĂ FOR HELP	0256 271177 0721511750	Str. Vasile Lupu, nr. 19 , Timișoara, jud. Timiș	<a href="http://www.asforhelp.ro">www.asforhelp.ro</a>

### 3.4 Public Institutions

Public institutions are involved and support the social reintegration process of inmates and of those who served custodial sentences, organizing vocational training

courses and facilitating employment, and monitoring child's rights observance in detention sites, also in post-detention period.

<b>PUBLIC INSTITUTIONS</b>				
<b>Nr</b>	<b>Name of the organization</b>	<b>Telephone</b>	<b>Address</b>	<b>Web-site</b>
<b>1.</b>	DIRECȚIA GENERALĂ DE ASISTENȚĂ SOCIALĂ ȘI PROTECȚIA COPILULUI TIMIȘ	0256 490281 0256 494030	Piața Regina Maria nr. 3, Timișoara, jud. Timiș	<a href="http://www.dgaspc.tm.ro">www.dgaspc tm.ro</a>
<b>2.</b>	AGENȚIA JUDEȚANĂ PENTRU OCUPAREA FORȚEI DE MUNCĂ TIMIȘ	0256 294627	Bd. Republicii, nr. 21, Timișoara, jud. Timiș	<a href="http://www.timis.anofm.ro">www.timis.a nofm.ro</a>
<b>3.</b>	AGENȚIA JUDEȚANĂ PENTRU PRESTAȚII SOCIALE TIMIȘ	0256 430820 0256 433369	Str. Florimund de Mercy, nr. 2, Timișoara, jud. Timiș	<a href="http://timis.prestatiisociale.ro">http://timis. prestatiisoci ale.ro</a>
<b>4.</b>	AGENȚIA JUDEȚANĂ PENTRU OCUPAREA FORȚEI DE MUNCĂ BOTOȘANI	0231 536791	Str. Colonel Tomoroveanu nr. 2, Botoșani, jud. Botoșani	<a href="http://www.botosani.anofm.ro">www.botosa ni.anofm.ro</a>
<b>5.</b>	DIRECȚIA GENERALĂ DE ASISTENȚĂ SOCIALĂ ȘI PROTECȚIA COPILULUI SIBIU	0269 232066	Str. Mitropoliei, nr. 2, Sibiu, jud. Sibiu	<a href="http://www.dasib.ro">www.dasib.r o</a>

## 4. Problems that may occur and how to cope with

### 4.1 Financial

#### Unemployment allowance and Social support

- “What can you do to support yourself when you will be released?”
- “The best thing would be to find a job, but you might not succeed immediately. What do you do? How do you survive? What options do you have?”

The first steps to follow immediately after release:

- the first step to take is to present to the police to check the validity of the identity card;
- with the identity card you go to the Agenția Municipală a Ocupării Forțelor de Muncă (*Municipal Agency for Employment*) or at the City Hall to which you belong.

National social assistance system: Primărie (*City Hall*), Evidența Populației (*Population Evidence*), Serviciul de Probațiune (*Probation Service*), Serviciul Public de Asistență Socială (*Public Social Services*), Agenția Județeană pentru Ocuparea Forței de Muncă (*County Agency for Employment*), Centrul Regional de Formare Profesională a Adulților (*Regional Centre for Adult Vocational Training*).

#### **UNEMPLOYMENT ALLOWANCE - Agenția Județeană de Ocupare a Forței de Muncă (*County Agency for Employment*)**

- The unemployment allowance is given to:
  - graduates of education institutions, aged at least 16 years, who, in a period of 60 days from graduation, failed to find a job according to their vocational training;
  - graduates of special schools for disabled people aged at least 16 years who failed to find a job according to their vocational training;
  - persons who, prior military service, were not employed and in a period of 30 days from the date of discharge could not find a job.
  - persons whose employment contract or temporary employment contract has ceased for reasons beyond their responsibility.
- In order to receive the unemployment allowance the following are required:
  - one file with rail;
  - identity card with personal code filled by the police (original and copy);
  - birth certificate (original and copy);
  - marriage certificate, if applicable (original and copy);
  - diploma or graduation certificate (original and copy);
  - certificate for high school graduates (original and copy);
  - medical certificate stating "fit for work";

- certificate from Financial Administration showing that no incomes authorized by law are obtained (for those who live in the city);
- certificate from the City Hall with the area of land that is held together with family members (for those who live in the country);
- certificate from the Country Hall showing that no incomes authorized by law are obtained.

- People receiving unemployment allowance have the following obligations: to present monthly to the Employment Agency where they are registered; to communicate to the agencies within three days any change in the conditions that led to granting of rights; to seek actively for a job; to participate to services for stimulating employment and vocational training offered by the agency.

- Persons who get hired in the period covered by unemployment allowance will receive 30% of the unemployment allowance received in the previous month before hiring until the end of the period for which they were entitled to receive unemployment allowance.

- The persons released from prison establishments, looking for a job must register as unemployed in order to benefit from:

- Information and professional counseling;
- labor mediation;
- training;
- counseling for starting an independent activity or starting a business.

### **TRAINING AND RETRAINING COURSES -Agenția Județeană de Ocupare a Forței de Muncă (*County Agency for Employment*)**

- File: application, ID, birth certificate, graduation certificate of the last school, medical record, unemployed record or receipt of payment of tuition fee if you are not unemployed.

**Advantages:** the possibility of employment when completing the course; free of charge of course; supplies and training materials; protective equipment during practical training; free subscriptions on public transport for the route from home to the place of training; medical consultations; free testing required to attend courses.

### **SOCIAL SUPPORT – Primărie (*City Hall*)**

- For social support you can go to city hall to which you belong those who have 16 years and do not attend school and those over 18 years. Social support is obtained alone or together with family if applicable and only if a certain level of income is not exceeded. All persons receiving social support should perform 72 hours of community service. Those who can not work must submit in the file a medical certificate stating that the person is not able to perform the 72 hours.

- You can receive social support only after you submitted a special application that you will get from City Hall along with the following documents:
  - birth certificates for all family members;
  - ID card, temporary ID card for all family members who have reached 14 years;
  - marriage certificate;
  - final judgment of adoption, foster care or custody of the minor (if applicable);
  - act showing the quality of guardian or custodian;
  - certificate issued by the employer;
  - certificate issued by the Financial Administration;
  - payment coupon of unemployment allowance;
  - pension coupon;
  - payment coupon of state allowance for children;
  - certificate regarding the amount of support allowance for minors in foster care;
  - school certificate showing whether the pupil or the student is receiving scholarship and if he is, which is the amount of the scholarship;
  - payment coupon of special aid for people with disabilities.

Social support is paid monthly, in addition to monthly net income of the family or of a single person, to ensure the minimum guaranteed income, to the level required by law.

The monthly minimum income guaranteed by law is: 125 lei for one person; 225 lei for families of 2 persons; 313 lei for families of 3 persons; 390 lei for families of 4 persons; 462 lei for families of 5 persons; 31 lei each for each additional person over the number of 5 persons, which is part of the family.

For amounts given as social support, one of the adult persons fit for work from the beneficiary family is required to provide monthly, at the request of the mayor, actions or works of local interest, without exceeding the normal working schedule.

- During the cold season (November 1<sup>st</sup> - March 31<sup>st</sup>) single people and families receiving social support receive, along with this, a heating aid, compensated annually, granted differentiated in relation to the type of home heating.

- People receiving social support have access to health care without paying the contribution for health insurance, the medical personnel having the obligation to provide them emergency medical and curative services.

- You can benefit from individual social support, registering to the social canteen on application.

### **COMPLEMENTARY FAMILY ALLOWANCE - Primărie (City Hall)**

- File: application accompanied by documents regarding family structure and income that must not exceed 1,5 million per month per family member.

For those receiving social support, complementary family allowance amount is increased by 25%. In order to verify the conditions, the mayor has a social investigation within 15 days of the request.

### **SUPPORT ALLOWANCE FOR SINGLE PARENT FAMILY (with one parent) – Primărie (City Hall)**

It benefit of support allowance families of single person and children aged 18 years and dependents and who live with this, known as single parent families.

#### **Documents required to obtain support allowance for single parent family**

- File: application accompanied by justifying documents regarding the family composition and income that must not exceed the net minimum economy wage for each family member. In order to verify the conditions the mayor, starts a social investigation within 15 days from the submission of the request.

The main purpose of social support institutions is to achieve all of the measures, programs, professional activities, protection of persons services, groups and communities with social problems, in need and who are unable to achieve through their own efforts and means a normal and decent life.

<b>FINANCIAL</b>				
<b>Nr</b>	<b>Name of the organization</b>	<b>Telephone</b>	<b>Address</b>	<b>Web-site</b>
1.	AGENȚIA JUDEȚANĂ PENTRU OCUPAREA FORȚEI DE MUNCĂ TIMIȘ	0256 294627	Bd. Republicii, nr. 21, Timișoara, jud. Timiș	<a href="http://www.timis.anofm.ro">www.timis.anofm.ro</a>
2.	DIRECȚIA DE ASISTENȚĂ SOCIALĂ COMUNITARĂ	0256 408300	Bd. C.D. Loga, nr. 1, Timișoara, jud. Timiș	<a href="http://www.primariatm.ro/directia_sociala">http://www.primariatm.ro/directia_sociala</a>
3.	AGENȚIA JUDEȚEANĂ PENTRU PRESTAȚII SOCIALE TIMIȘ	0256 430820 0256 433369	Str. Florimund de Mercy, nr. 2, Timișoara, jud. Timiș	<a href="http://timis.prestatiisociale.ro">http://timis.prestatiisociale.ro</a>
4.	AGENȚIA JUDEȚANĂ PENTRU OCUPAREA FORȚEI DE MUNCĂ MEHEDINȚI	0252319029 0252 319061	Bd. Carol I nr. 3, Drobeta Turnu Severin, jud. Mehedinți	<a href="http://www.ajofmmehedinti.ro">www.ajofmmehedinti.ro</a>
5.	AJOFM ALBA	0258 818266 0741818074	Str. Mihai Viteazul, nr. 2, Alba Iulia, Alba	<a href="http://www.protectiasocialaalba.ro">www.protectiasocialaalba.ro</a>

## 4.2 Employment and education

### Continuing studies

In order to continue the studies started at school or in the Reeducation Center you will need to contact the Inspectoratului Școlar Județean (*County School Inspectorate*) from the county you live in or have residence for participating at the courses organized by it. School Inspectorate provides information on schools in the county, how to register to these courses, provides psycho-pedagogical and school counseling. For minors who have not exceeded the age limit allowed for schooling with at least 2 years, will continue to study in a normal school - rehabilitation classes - and those who have exceeded the age limit will be able to go to schools that organize limited attendance courses.

In the Romanian state education, students can find themselves repeating maximum 2 times. The year of study can be repeated once.

Students who do not meet these conditions (repeat two years of study or exceed the age with more than 2 years) can apply for evening classes or limited attendance, paying a fee set by the Administration Board of the school unit with the approval of the county school inspectorate.

The students who do not attend day courses of a class of compulsory education, exceeding by more than 2 years of age that class, is in dropout situation and may be placed on request in evening classes, limited attendance or distance education.

Young people who have exceeded school age with more than 4 years, can complete their basic education by attending programs like "A second chance" according to the methodology of the Ministry of Education and Research.

The "A second chance" is structured on two levels:

- primary level - any person can attend (adolescent, young, adult) who did not participate at all or did not complete primary education and exceeded with at least 4 years the legal age of schooling.
- lower secondary level - any person can attend (adolescent, young, adult) who completed at least primary education or completed compulsory education until VII grade, inclusive, and who exceeded the age of 14.

For applying to the program "A second chance" there is an upper age limit. The organization form of the educational process in the "A second chance" can be during the day, evening, merged and intensively. Within the program, primary courses can be completed in about two years, depending on proven skills in basic education field.

In this program can apply persons who are in one of the following situation:

- exceeded with at least 4 years the age corresponding to the grade;
- have not graduated any class in primary education;
- dropped out during and exceeded the legal maximum age to re-apply in primary education.

*Documents required in order to continue studies:*

- ✓ birth certificate copy and original; in case of absence of birth documents, a certificate issued by the local authorities;
- ✓ marriage certificate, if applicable, copy and original;
- ✓ ID card, copy and original;
- ✓ transcript of records or certificates proving completion of certain classes;
- ✓ medical records; in the absence of the document, it will be made after registration;
- ✓ certificate of service, if any.

**Vocational training or retraining**

In order to obtain a vocational training or retraining, both compensated unemployed and unpaid can contact the Training Center of the County Employment Agency or other state or private institutions whose object of activity is this. Upon completion of this course, the institution shall issue a certificate, certificate recognized by the Ministry of Labour, Family and Social Protection, which confers the right to practice that profession.

These institutions shall provide to concerned persons:

- ✓ training courses, retraining and professional improvement depending on the length of studies (number of years of schooling of the person concerned), labor market requirements (type of job qualifications), the cost of these courses.
- ✓ professional integration support services. Counseling activity is provided for any person looking for a job, including high school students, young post-institutionalized, that will leave care institutions, inmates, etc.

For young people with ages between 16-25 years, who are in need and at risk of professional exclusion, County Employment Agency provides social custom accompaniment. The main categories of young people at risk of professional exclusion are also the young people who executed custodial sentences and young people from shelters and reception centers for child social protection. The beneficiaries, respectively also young people released from rehabilitation centers can register as individuals seeking for a job at the local agency for employment or at the office they belong to by filling in the application for registering persons looking for a job.

***For filling in the application persons mentioned above shall submit the following documents:***

- ✓ identity document;
- ✓ studies and qualification documents;
- ✓ employment record, for people who worked;

- ✓ medical certificate showing that is able to work or has any medical restrictions.

***The documents required for applying to a professional qualification course are:***

- ✓ copy of birth certificate;
- ✓ copy of marriage certificate (if applicable);
- ✓ copy of ID card;
- ✓ unemployed book (if applicable);
- ✓ for minors applicants - approval of parents or one parent - in writing;
- ✓ copy of the last study document or transcript records;
- ✓ medical certificate showing that is able to work (family doctor);
- ✓ Required: psychological evaluation (testing) carried out by psychologist institution.

For certain categories of young people Training Center supports during the course tuition fees, transportation and the cost of materials provided that those who have graduated accept the proposed job offer or to hire in maximum 3 months otherwise will have to bear the full cost of the course. Also, for absences of more than 10% of the classes will have to bear the full cost of the course.

**Jobs in the country**

In order to obtain a job in the country or abroad you will need to contact to County Employment Agency or local municipalities and economic operators or local media. In order to present to County Employment Agency the interested person must have an ID card. When presenting to A.J.O.F.M. the young beneficiary will sign a contract of solidarity with the Agency for maximum 2 years but not less than 1 year. If the Agency will find him a job based on the solidarity contract, the employer will sign an employment contract with the young beneficiary, for a definite period equal to the duration of the solidarity contract. Young people who may sign these contracts of solidarity are:

- from shelters;
- single young people with children;
- young families with children;
- young people who served custodial sentences.

***Methods to find a job***

Before searching for a job is necessary for each person, in such a situation, to assess themselves professionally. This means to think of themselves, of their working potential, what they would like to do and what they don't like, what they can do, what they are willing to do or not at a future job, working hours, etc.

In order to carry out this evaluation, the concerned person should ask himself about questions:

- What jobs, professions do I find interesting?
- Do I possess skills and abilities for such a job or profession, can I perform it properly?
- Do I work better alone or in a group?
- Do I work better if I am guided or if I receive something to work and am I allowed to work?
- What are the most important things that I expect from the future job?

Realistic answers to these questions can help people looking for a job to identify it quickly and to provide himself, in addition to job stability, appreciation from those concerned and satisfactions.

Regarding ways of finding a job we should know that the labor market has two areas:

- "Visible" labor market in which vacancies are advertised in the media
- "Hidden" labor market in which vacancies are not open to competition through advertisements. Usually the companies and organizations especially small and medium-sized resort to internal staff already employed to attract candidates.

Such a method, although it appears to be the most accurate at first sight, it is natural for the employer, the confidence it has in relation to an employee is extended to their relatives, friends or acquaintances.

The easiest method is to call relatives, friends, acquaintances, creating this way a network.

There can also be used newspapers and job fairs organized by employment agencies, which allow a direct dialogue with the employer. Also you can see lists of vacancies in the county, posted to the premises of employment agencies.

After identifying a suitable job, the person must apply for this job at the employer.

### **What you should I know about attending an interview?**

Getting an interview shows to the person looking for a job that he almost succeeded. The employer inviting the person to an interview is mostly convinced that he is suitable for the job, accepting the information presented in the curriculum vitae.

Before the interview, each person searching for a job must be prepared with the questions the employer has to ask, to have information about the employing unit. Also, it is necessary to know perfectly the information written in the curriculum vitae.

### **How to present to an interview?**

Your goal is to convince the interviewer that you are the most suitable person for the job, that you have the necessary abilities and skills. Do not think about others, no matter how many they may be; you can be the only one participating to the interview and lose or ... you can be one of the twenty candidates and win.

The decision of the person who examines you will be taken only depending on your behavior. Preparing for the interview is to learn to have a conversation with the examiner (examiners) and to answer certain questions.

### ***How can you make a good impression?***

- Your outfit must be discreet and appropriate for the situation
- It must draw attention to yourself and not to stand out itself
- Punctuality is highly valued
- Do not chew gum nor smoke during the interview
- Greet in a firm and determined way
- Bring copies of resume and diplomas
- Do not avoid the view of your examiner, look straight to him!
- Send a thank you letter of after a few days and reaffirm your desire to work at that company!

### ***Categories of questions that you will be addressed to you:***

1. Questions about your studies:
  - Where did you go to school/high school/college?
  - Are you a graduate? What grade did you graduate with?
  - Why did you choose this field?
  - Did you have a job while you were in school?

You must answer exactly, to emphasize your success and avoid talking about failures. Show interest in your profession, indifferent people are rarely employed.

2. Questions about professional experience:
  - What was your first job?
  - To whom were you subordinated?
  - Have you been promoted?
  - What were your duties responsibilities?
  - Did you have salary increases?
  - Why have you changed jobs?

ATTENTIONN! Do not criticize your former bosses!

3. Questions about the aimed job/company in question:
  - What do you think you will have to do if you get hired?
  - What skills do you have for the X job?
  - You can quickly learn to do .....?
  - Do you know our company's activity?

Inform yourself in advance about what you need to do on the job. If you do not have all the skills, show your willingness to learn fast!

4. Ask questions about your career goals:
- The examiner is interested if you can contribute to the success of the company/institution in question
  - Any answer to such questions must show that you are competent and you can become more competent
  - Your career objective should be compatible with the interests of the company! A trick question: "Do you want to know something about the job in question or about our company?"

This question is asked to see if you're a motivated person, do not give a negative answer under no circumstances!

**You may ask:**

- What are the development plans of the company?
- Who will I work with?
- What are the possibilities for specialization?
- What is the working program?

**Show interest in the job in question and eager to start working!**

Very important are in case of presentation to an interview the outfit, presentation mode, expression mode etc.

Persons accepted to the interview will make a job file containing:

- curriculum vitae (C.V);
- birth certificate (original + copy);
- identity card (original + copy);
- cover letter;
- medical record - medical certificate stating that you are fit to work;
- diploma (8-12 classes);
- diploma proving that you have at least 4 classes;
- qualification diploma (if you have);
- labor card (if you have worked before).

After being hired there is a period during which you will be tested if you know to do the work you were hired for.

To perform a work you must sign an individual employment contract with the person who hires you. Therefore, the person who gets hired (employee) undertakes work for the person who hired him (employer) on a certain salary and under certain conditions. The contract may be concluded for a definite or indefinite period. May conclude such contracts persons aged 16 years old. Persons aged 15 years may enter such contracts only with parental consent. Individual employment contract shall be concluded in writing and with the consent of both parties.

EMPLOYMENT AND ADUCATION				
Nr	Name of the organization	Telephone	Address	Web-site
1.	INSPECTORATUL ȘCOLAR JUDEȚEAN TIMIȘ	0256 490430	Bulevardul C.D. Loga nr. 3, Timișoara, jud. Timiș	<a href="http://www.isj.tm.edu.ro">www.isj.tm.edu.ro</a>
2.	AGENȚIA JUDEȚANĂ	0256 294627	Bd. Republicii, nr. 21,	<a href="http://www.timis.anof">www.timis.anof</a>

	PENTRU OCUPAREA FORȚEI DE MUNCĂ TIMIȘ		Timișoara, jud. Timiș	<a href="http://m.ro">m.ro</a>
3.	CENTRUL DE FORMARE PROFESIONALĂ A ADULȚILOR	0356 881080	Str. Independentei, Nr. 2B, Et. I, Timișoara, jud. Timiș	<a href="http://www.cursuriadulti.ro">www.cursuriadulti.ro</a>
4.	AGENȚIA JUDEȚANĂ PENTRU OCUPAREA FORȚEI DE MUNCĂ ALBA	0258 818266 0741818074	Str. Mihai Viteazul, nr. 2, Alba Iulia, jud. Alba	<a href="http://www.protectiasocialaalba.ro">www.protectiasocialaalba.ro</a>
5.	AGENȚIA JUDEȚANĂ PENTRU OCUPAREA FORȚEI DE MUNCĂ MEHEDINȚI	0252 319029	Bd. Carol I nr. 3, Drobeta Turnu Severin, jud. Mehedinți	<a href="http://www.ajofmmehedinti.ro">www.ajofmmehedinti.ro</a>

### 4.3 Home

#### Access to a home

In order to obtain a temporary or permanent house, social benefits or Social Canteen a person may address, with an application for the Municipalities – Tutorial Service Authority and Social Assistance – of the city of residence or the city where he wants to reside. Social housing means housing given with subsidy rent is to individuals or families whose economic situation does not allow them access to housing owned or rented housing under market conditions. Of the social housing can benefit individuals or families who have an average monthly income in the past 12 months below the net monthly income per family, for which is granted social support according to the law, increased by 10% and which:

- do not own a home;
- have alienated a home after January 1<sup>st</sup>, 1990;
- did not receive state support in loans and execution to achieve a dwelling;
- do not hold, as the tenant, another dwelling.

Can benefit from social housing in particular:

- young newlyweds up to 35 years old;
- young people from social protection institutions and who have reached the age of 18;
- I and II degree persons with disabilities;
- people with disabilities, pensioners;
- veterans and war widows;
- beneficiaries of Law no. 42/19901, republished, and the Decree-Law nr.118/19902, republished;
- other entitled persons or families.

Social support is paid monthly, in addition to monthly net income of the family or a single person, to ensure a minimum guaranteed income, to the level required by law.

The monthly minimum income guaranteed by law is: 125 lei for one person; 225 lei for families of 2 persons; 313 lei for families of 3 persons; 390 lei for families of 4 persons; 462 lei for families of 5 persons; 31 lei each for each additional person over the number of 5 persons, which is part of the family.

For amounts granted as social support, one adult person of working age in the beneficiary family is required to provide monthly, at the request of the mayor, actions or works of local interest, without exceeding the normal working schedule.

Files regarding the minimum income guaranteed by the state, the social housing, and other social benefits or applying to Social Canteen will be submitted to the municipalities of residence and will include:

- application (memo type);
- net salary certificate for the holder and his family members;
- birth certificate (original + copy);
- marriage certificate (original + copy);
- identity card (original + copy);
- certificate from the City Hall (Chamber of Agriculture), Administration, Fiscal Agent to prove that they do not have properties (land, animals, etc.) or other income;
- notarized statement to prove that that the holder or his family members haven't owned and haven't alienated a house in their property;
- other documents required by municipalities for the evaluation of files.

Municipalities mission is to be permanently at the service of local communities needs to solve them in a legal, transparent, fair, competent and efficient manner, ensuring prosperity of the inhabitants, by providing a high quality standard services in national and international context.

HOME				
Nr	Name of the organization	Telephone	Address	Web-site
1.	PRIMĂRIA MUN. TIMIȘOARA	0256 408300	Bd. C.D. Loga, nr. 1, Timișoara, jud. Timiș	<a href="http://www.primaria-tm.ro">www.primaria tm.ro</a>
2.	PRIMĂRIA MUN. CLUJ - NAPOCA	0264 596030	Str.Memorandumului 1-3, Cluj-Napoca, jud. Cluj	<a href="http://www.primaria-clujnapoca.ro">www.primaria clujnapoca.ro</a>
3.	PRIMĂRIA BACĂU	0234 581849	Str. Mărășești nr. 6, Bacău	<a href="http://www.primaria-bacau.ro">www.primaria bacau.ro</a>
4.	PRIMĂRIA MUN. ALBA IULIA	0258 819462	Calea Moșilor 5A Alba Iulia, jud. Alba	<a href="http://www.apulum.ro">www.apulum.ro</a>
5.	PRIMĂRIA MUN. CARAIOVA	0251 416235	Str. A.I. Cuza, nr.7, Craiova, jud. Dolj	<a href="http://www.primaria-craiova.ro">www.primaria craiova.ro</a>

#### 4.4 Food - Clothing

##### ***Healthy eating requires a balance between foods in the diet.***

The World Health Organization claims that 70% of doctor visits are due to unbalanced nutrition. To prevent various diseases is important for each of us to adopt a healthy lifestyle, balanced and diversified. The best thing would be to go to a dietician for advice about a proper diet according to your characteristics. However, if

you do not have time or money to do this, try to follow some rules recommended by the Nutrition Society of Romania:

**1. *Keep your pleasure to eat***

This is a pleasant aspect of life. Healthy eating does not mean that certain foods are forbidden, others compulsory. There just has to be a balance between foods in the diet, with the purpose of improving the quality of life and minimizing the risk of disease.

**2. *Eat different foods***

The greater is the variety of food consumed, the more the body will get all the essential nutrients, especially vitamins and minerals so necessary for maintaining health.

**3. *Feeds up properly so that you maintain your normal weight***

Overweight entails a multitude of health problems: causes overloading of articulations and bones, increases blood pressure and cholesterol levels, produces respiratory abnormalities and increases the risk of diabetes, cardiovascular disease and strokes.

**4. *Consume a large amount of grain***

Contrary to popular opinion, black and wholemeal bread, rice or pasta are not high calorie foods; on the contrary, they bring important nutrients (B vitamins) and dietary fiber, gives you satiety without an intake of fats and are relatively inexpensive. This food group should be the basis of the diet.

**5. *Consume a large amount of fruit and vegetables***

These foods are not only important sources of nutrients (vitamin C, dietary fiber), but at the same time provide important antioxidant that protects against cardiovascular disease and neoplasia. Every diet should contain at least 5 daily servings of fruits and vegetables.

**6. *Eat foods that contain a small amount of fat***

Excessive consumption of fats causes increased cholesterol levels and the risk for obesity and cardiovascular disease. You have to reduce consumption of fat like lard, margarine, fried foods, dairy greasy products, fatty meats and foods that contain these types of fats (pastries).

**7. *Occasionally consume refined sugar products***

These foods have a high energy value, but a relatively low nutrient content.

**8. *Maintain the balance between food intake and physical activity.***

To reduce the risk of chronic diseases such as hypertension, stroke, coronary heart disease, type 2 diabetes and various cancers, it is recommended that people get at least 30 minutes of moderate physical activity every day of the week.

## How do we dress?

It is true that it's not the tailor that makes the man but a person dressed carelessly may have a gold character but rarely you have the time and desire to guess the hidden background behind appearances.

If we think of our professional and social live too or our paths on the street, we must recognize that sympathy for a man depends on a favorable first impression. This truth will convince us to give due attention to clothing.

A suitable wardrobe represent a strategy for image development as important as business or personal life.

For any dress code, rule number one is cleanliness. The oldest clothes must and can be neat. We must not forget that in certain circumstances more special, dress code is required. It's time to wear the best clothes you have and try to get as closer as you can to the event requirements.

Organizations assist vulnerable people in crisis. Through programs and activities for the benefit of society, contribute to the prevention and relief of suffering in all its forms, protecting health and life, promoting respect for human dignity without any discrimination based on nationality, race, sex, religion, age, social or political affiliation .

FOOD - CLOTHING				
Nr	Name of the organization	Telephone	Address	Web-site
1.	CANTINA DE AJUTOR SOCIAL CONSILIUL LOCAL AL TIMIȘOARA	0256 433645	Str. Telegrafului nr. 8, Timișoara, jud. Timiș	<a href="http://www.cantinasoci.alatm.ro">www.cantinasoci.alatm.ro</a>
2.	CANTINA SOCIALĂ FEDERATIA CARITAS A DEICEZEI TIMISOARA	0256 499556	Str. Corbului nr. 2 Timisoara, jud. Timis	<a href="http://www.federatia-caritas.ro">www.federatia-caritas.ro</a>
3.	CRUCEA ROȘIE ROMÂNĂ	0256 496969	Str. Eneas Nr.14 A., Timisoara, Timiș	<a href="http://www.crucearosie.timis.ro">www.crucearosie.timis.ro</a>
4.	SERVICIUL DE AJUTOR MALTEZ ÎN ROMÂNIA	0264 595 801	Str. Nuferilor 1/9, Cluj-Napoca, jud. Cluj	<a href="http://www.maltez.ro">www.maltez.ro</a>
5.	CANTINA DE AJUTOR SOCIAL ȘI PENSIUNE PRIMĂRIA CLUJ - NAPOCA	0264 595665	Str. Emile Zola, nr.5, Cluj-Napoca, jud. Cluj	<a href="http://www.primariaclu.jnapoca.ro">www.primariaclu.jnapoca.ro</a>

## 4.5 Documents

### Obtaining or replacing identification documents

Identity documents issued to the Romanian citizen are ID card or temporary ID card. The identity document is issued for the first time at the age of 14 years, with it being made proof of identity, home address and the address of residence of the holder.

The validity of the identity card is:

- 4 years for persons aged between 14-18 years;
- 7 years for persons aged between 18-25 years;
- 10 years after the age of 25 years;
- permanent after the age of 55 years.

For temporary identity card, the validity is determined by the community public service for person's evidence, but may not exceed one year.

In order to replace or obtain an identity card (ID) you will address the County Police Inspectorate of the county in which you reside - community public service for person's evidence. As of 01.01.2003 this service came under the authority of municipalities. The citizens are required to submit at least 15 days before expiry of the identity owned, to the community public service for person's evidence to request lawfulness with an identity document.

Documents required for issuing an identity card (mandatory documents, regardless the reason for the issue):

- application for the release of the identity document;
- birth certificate of the applicant and of children under the age of 14;
- document that proves your home address;
- revenue stamp in the amount of 1 leu (RON);
- receipt representing the counter value of the identity card, 7 lei (RON).

Proof of home address can be made with one of the following documents:

- documents concluded under the conditions of validity provided by Romanian legislation on housing title;
- written statement for reception within space from the host, accompanied by his document of property;
- statutory statement of the applicant, accompanied by notice of public order police verification, certifying the existence of a facility, that the applicant actually resides at the address stated, if documents of property cannot be presented;
- document issued by municipalities, showing that the applicant or, where appropriate, its host is registered in the agricultural register for rural area.

All necessary documents shall be submitted in original and copy. The documents are submitted to the community public service for person's evidence in the jurisdiction where the applicant's domicile or residence is.

If the ID card has been lost, stolen or damaged, the applicant must submit another official document with a recent photograph to certify the identity and a revenue stamp in the amount of 4 LEI (RON).

Persons who have previously owned an identity document, they must hand it to the officer from person's evidence, if it was not lost, stolen or destroyed.

Documents required to obtain a passport:

- identity card (original + copy);
- birth certificate (original + copy);
- receipt representing the counter value of the passport (paid to CEC).

The passport proves the holder's identity and citizenship and entitles him to leave and enter the country through any of the border crossings open to international passenger travel.

Romania issues electronic passport also called "biometric", this being the only identification document that includes both identification elements of the owner, such as facial image and fingerprint.

The passports is issued by the Passport Service, service functional in each county.

Fees for a simple electronic passport are 266 lei, including 234 lei passport fee and consular fee of 32 lei. For simple temporary passport - valid for a period of one year - taxes are 112 lei (80 lei passport fee and 32 lei consular fee). Simple temporary passport can only be obtained urgently by paying an additional fee of 100 lei.

For minors residing in Romania, but under the age of 18, the following documents are required:

- ✓ identity card or, where appropriate, temporary identity card of the minor, in the period of validity, in original. Temporary identity card and identity card new model (without surname of the parents) must be accompanied by birth certificate, in original;
- ✓ statements of agreement from parents / parent / legal representative (for married minors under the law, these statements are not necessary); In case of the declaration submitted by only one parent, the request must be accompanied by: a) child custody judgment or substitution of the agreement of the other parent, both final and irrevocable, b) the death certificate of the other parent or c) documents issued by the institution that organizes the studies or the competition, documents issued or approved by a Romanian administrative authority competent in the field or, where appropriate, documents issued or approved by a Romanian medical authority, showing the period and the state or states in which the studies will take place, official competitions or medical treatment, in original;
- ✓ proof of payment of taxes and extra fee for issuing the passport, in original;
- ✓ previous passport of the minor, in original, if any.

For issuing or obtaining a birth certificate, if it was lost, stolen or damaged you must address to the Civil State Office where you were born. Marriage certificate is issued at the declaration of by the marriage registrar in the town where the marriage takes place.

## Elaborating a CV

The words Curriculum Vitae (the life) in short CV are currently used in dealing with employers.

The purpose of a resume is to help you find a job, presenting the most effective skills and experience that you have. Usually, a resume has 2-4 pages maximum, in which it is necessary to present in detail the skills, previous jobs, education, qualifications, achievements and your concerns.

For a position the employer requires a minimum of information about the person, so whoever is looking for a job has to learn to write a short bibliography, called CV and a cover letter.

A curriculum vitae must include:

- personal data;
- professional training;
- professional experience;
- languages;
- skills;
- extra-professional passions.

### References in elaborating a CV

- Use a blank sheet, A4
- the CV has to be written on computer, not by hand;
- Printing is made on one side of the sheet;
- Name and surname are written in bold character;
- Do not omit relevant information about professional training;
- Emphasize information about your personal life and professional career;
- The resume should provide only positive information, if possible, trying to create the impression of a bigger target;
- Try to frame text on up to two pages;
- Separation sequence (s) by spaces;
- The CV doesn't have to be signed;
- Do not attach photos, only where it is required;
- Do not detail about salary;
- Do not lie, do not exaggerate and do not "flourish" useless;
- Writing must be correct both in spelling and grammar;
- Do not upload your CV with many highlights and many kinds of character types;
- Do not include information on religion, political or other information.

## Model CV Europass



Curriculum vitae Europass	Insert photograph. (remove heading if not relevant, see instructions)
Personal Information	
Name / Surname	Name, Surname (remove if not relevant, see instructions)
Address(es)	House number, street name, postcode, city, country (remove if not relevant, see instructions)
Telephone(s)	(remove if not relevant, see instructions)
Mobile:	(remove if not relevant, see instructions)
Fax(es)	(remove if not relevant, see instructions)
E-mail(s)	(remove if not relevant, see instructions)
Nationality(es)	(remove if not relevant, see instructions)
Date of birth	(remove if not relevant, see instructions)
Gender	(remove if not relevant, see instructions)
Desired employment / Occupational field	(remove if not relevant, see instructions)
Work experience	
Dates	Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)
Occupation or position held	
Main activities and responsibilities	
Name and address of employer	
Type of business or sector	
Education and training	

Dates	Add separate entries for each relevant course you have completed, starting from the most recent. (see instructions)				
Title of qualification awarded					
Principal subjects/occupational skills covered					
Name and type of organisation providing education and training					
Level in national or international classification	(remove if not relevant, see instructions)				
Personal skills and competences					
Mother tongue(s)	Specify mother tongue (if relevant add other mother tongue(s), see instructions)				
Other language(s)					
Self-assessment European level (*)	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Oral speech	Written expression
Language					
Language					
	(*) Common European Framework of Reference for Languages				
Social skills and competences	Describe these competences and indicate where they were acquired. (Remove if not relevant, see instructions)				
Organizational skills and competences	Describe these competences and indicate where they were acquired. (Remove if not relevant, see instructions)				
Technical skills and competences	Describe these competences and indicate where they were acquired. (Remove if not relevant, see instructions)				
Computer skills and competences	Describe these competences and indicate where they were acquired. (Remove if not relevant, see instructions)				
Artistic skills and competences	Describe these competences and indicate where they were acquired. (Remove if not relevant, see instructions)				

Other skills and competences	Describe these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Driving license	State here whether you hold a driving license and if so for which categories of vehicle. (Remove if not relevant, see instructions)
Additional information	Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)
Annexes	List any items attached. (Remove heading if not relevant, see instructions)

## Cover letter

What is a cover letter?

A cover letter usually accompanies the application for employment and often summarizes the information that was contained in the CV. Usually it is submitted to the employer along with your resume.

The cover letter can be written on computer and printed in black ink only, if the employer did not specify that he wants it to be written by hand. If you want to write it by hand, you should use a quality pen and do not make spelling or expression mistakes. The length of the cover letter should not exceed one A4 page. Arrange the text so that it is centered on the page. If you have your employer's name address to him, if not, try to find a name on the company's website or call and ask who is the head of the department. If you fail to find out, then address with Dear Sir/Madam.

The cover letter should always be sent along with your resume. A cover letter is a business letter and therefore should end with "Sincerely/Yours Sincerely".

### ***The main points to be included in the cover letter:***

First Paragraph – mention the position you are applying for and why you are the best candidate for the job.

Second paragraph – provide details on how you can contribute within the company and what are the qualities that make you suitable for the job.

Third paragraph – write about your goals connecting them to the company and to the job you are applying for. Request an interview to the reader when he wants and communicate that you will keep in touch. Concentrate this information into a maximum of four paragraphs, including a contact address and signature. Do not forget to sign the letter! Remember when you sent the letter and make a phone call after about a week.

*Cover letter sample*

To HR DEPARTMENT

Name: Georgeta Ion

To the attention of: Mr. Gheorghe Traian, Director

Address: Şoseaua Alexandriei Nr.  
165

Telephone: 0721.234.567

Dear Mr. Director,

Following the ad published in the newspaper ..... from ..... I request my hiring on the position ..... I graduated in ..... 2007 Academy of Economic Studies (name of the school you attended), with a 6.90 grade and I currently work as ..... at ..... of ..... During the period I worked at this company I learned a lot of things that a ..... needs. I believe that I possess skills for good communication, motivation and good work organization. Also, I feel prepared to use them in my possible job in your company. I wish to continue practicing the things I've learned to become a good employee in this field within your company. I'm interested in getting the job of ..... in a company like yours because they I want to work in an environment in which I can use acquired skills and professional knowledge in order to meet the company's needs, to have the opportunity to provide superior service to your customers and also to develop my career. I think the my skills, knowledge and my enthusiasm gives me an extra chance for this position. More details you can find in the attached CV. I would like to have the opportunity to meet in order to discuss job requirements and my availability for it. Please contact me at the above phone number to set up an interview

Yours sincerely,  
Georgeta ION

Institutions whose object is preparing, storing, recording and issuing civil status documents, passports and identity cards.

DOCUMENTS				
Nr	Name of the organization	Telephone	Address	Web-site
1.	DIRECȚIA DE EVIDENȚĂ A PERSOANELOR TIMIȘOARA	0256 499359	Bd. Mihai Eminescu nr.11, Timișoara, jud. Timiș	<a href="http://www.primariatm.ro/evpers">http://www.primariatm.ro/evpers</a>
2.	SERVICIUL PUBLIC COMUNITAR PENTRU ELIBERAREA ȘI EVIDENȚA PAȘAP. SIMPLE TIMIȘ	0256 227292	Bd. Demetriade nr. 1, Timișoara, jud. Timiș	<a href="http://www.prefecturatumis.ro">www.prefecturatumis.ro</a>
3.	INSPECTORATUL JUDEȚEAN DE POLIȚIE TIMIȘ	0256 402102 0751164006	Str. Take Ionescu nr. 46, Timișoara, jud. Timiș	<a href="http://www.politiaromana.ro">www.politiaromana.ro</a>
4.	DIRECȚIA JUDEȚEANĂ DE EVIDENȚĂ A PERSOANELOR CLUJ	0264 450406	Str. Aviator Bădescu, Nr.7-9, Cluj-Napoca, jud. Cluj	<a href="http://www.djepcluj.ro/">www.djepcluj.ro/</a>
5.	DIRECȚIA JUDEȚEANĂ DE EVIDENȚĂ A PERSOANELOR MM	0262 213323	Str. Gheorghe Șincai nr. 46, Baia Mare, jud. Maramureș	<a href="http://www.evpmmm.ro">http://www.evpmmm.ro</a>

## 4.6 Health

The family doctor is not a simple concept, but a friend close you at all times, ready to give you the help your health needs.

What you should know about family medicine?

Primary medical care is exercised only by the family doctor, through medical offices. For dental care you can address to any dentist who works at a medical center that is accredited and has a contract with health insurance fund. You must prove to service suppliers that you are insured, upon request.

Policyholders benefit from medication with or without personal contribution based on prescription issued by doctors who have a contract with the health insurance fund.

In some cases, your family doctor can send you to a specialist who, after special findings, will give you the appropriate prescription or will write a medical letter for the family doctor to issue the prescription.

Documents required for registration to the Family Doctor:

- Copy of ID adults/birth certificate children;
- Certificate from the employer;
- Registration of unemployed, for persons registered as unemployed;
- Student card or certificate for students up to 26 years;
- Proof of payment of contribution to CASMB for persons with no income.

Changing family doctor can be done only after 6 months from the first registration.

The health insurance system is the main financing system of protecting and promoting population which offers a basic package that includes medical services, health care, medicines, medical supplies and medical devices.

HEALTH				
Nr	Name of the organization	Telephone	Address	Web-site
1.	CASA JUDEȚEANĂ DE ASIGURĂRI DE SĂNĂTATE TIMIȘ	0256 201772	Str. Corbului nr. 4, Timișoara, jud. Timiș	<a href="http://www.cjastm.ro">www.cjastm.ro</a>
2.	SPITALUL CLINIC JUDEȚEAN DE URGENȚĂ TIMIȘOARA	0356 433111	Bd. Iosif Bulbuca Nr. 10, Timișoara, jud. Timiș	<a href="http://www.hosptm.ro">www.hosptm.ro</a>
3.	SISTEMUL NAȚIONAL UNIC PENTRU APELURI DE URGENȚĂ	112 0212022188	Splaiul Independenței nr. 323A, sector 6, București	<a href="http://www.112.ro">www.112.ro</a>
4.	CASA DE ASIGURĂRI DE SĂNĂTATE A JUDEȚULUI CLUJ	0264 407100	Str. Constanța nr. 5, Cluj-Napoca, Cluj	<a href="http://www.cascluj.ro">www.cascluj.ro</a>

5.	SPITALUL CLINIC JUDEȚEAN DE URGENȚĂ CLUJ-NAPOCA	0264 597852	Str. Clinicilor 3-5, Cluj-Napoca, jud. Timiș	<a href="http://www.scju-cluj.ro">www.scju-cluj.ro</a>
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## 5. Special cases

### 5.1 Mental and general health problems

Institutions offering comprehensive evaluation and psychiatric and psychological diagnostic services, recovery and treatment of psychiatric illness both adults and children.

MENTAL AND GENERAL HEALTH				
Nr	Name of the organization	Telephone	Address	Web-site
1.	CLINICA DE PSIHIATRICĂ „EDUARD PAMFIL” TIMIȘOARA	0256 498160	Str. Iancu Văcărescu nr. 21, Timișoara, jud. Timiș	<a href="http://www.psihiatrie-timisoara.ro">www.psihiatrie-timisoara.ro</a>
2.	SPITALUL DE PSIHIATRIE ȘI PENTRU MĂSURI DE SIGURANȚĂ JEBEL	0256 394442	Jebel, jud. Timiș	<a href="http://www.spitaljebel.ro">www.spitaljebel.ro</a>
3.	SPITALUL DE PSIHIATRIE „DR. GHEORGHE PREDA”	0269 214335	Str. Dr. D. Bagdasar, nr.12, Sibiu	<a href="http://www.medicina-psihiatrie.ro">www.medicina-psihiatrie.ro</a>
4.	CABINETE DE PSIHIATRIE SPITALUL CLINIC JUDEȚEAN DE URGENȚĂ TIMIȘOARA	0356 433111	Bd. Iosif Bulbuca Nr. 10, Timișoara, jud. Timiș	<a href="http://www.hosptm.ro">www.hosptm.ro</a>
5.	CABINETE DE PSIHIATRIE SPITALUL CLINIC JUDEȚEAN DE URGENȚĂ CLUJ-NAPOCA	0264 597852	Str. Clinicilor 3-5, Cluj-Napoca, jud. Timiș	<a href="http://www.scju-cluj.ro">www.scju-cluj.ro</a>

### 5.2 Disabilities

Institutions whose object is providing social services to ensure the prevention, restriction or removal of temporary or permanent risk situations identified in persons with various degrees of disability.

DISABILITIES				
Nr	Name of the organization	Telephone	Address	Web-site
1.	SERVICIUL EVIDENȚĂ DREPTURI PRESTAȚII SOCIALE PERSOANE CU HANDICAP	0256 490925	Str. Franz Liszt (fostă Onești) nr. 3, Timișoara, jud. Timiș	<a href="http://www.dgaspctm.ro">www.dgaspctm.ro</a>
2.	SERVICIUL PENTRU PROTECȚIA PERSOANELOR CU HANDICAP	0256 205465	str. Dorobanților nr.11/A, Timișoara, jud. Timiș	<a href="http://www.primariatm.ro/directia_socia_la">www.primariatm.ro/directia_socia_la</a>

<b>3.</b>	FEDERATIA CARITAS A DEICEZEI TIMISOARA	0256 499556	Str. Corbului nr. 2 Timisoara, jud. Timis	<a href="http://www.federatia-caritas.ro">www.federatia-caritas.ro</a>

### 5.3 Foreigners

Organizations and authorities assisting foreigners in Romania and are active in the asylum-migration field.

FOREIGNERS				
Nr	Name of the organization	Telephone	Address	Web-site
<b>1.</b>	SERVICIUL PENTRU IMIGRĂRI AL JUDEȚULUI TIMIȘ	0256 402430	Str. Andrei Mocioni nr. 8-10, Timișoara jud. Timiș	<a href="http://www.ori.mai.gov.ro">www.ori.mai.gov.ro</a>
<b>2.</b>	CENTRUL REGIONAL DE CAZARE ȘI PROCEDURI PENTRU SOLICITANȚII DE AZIL TIMIȘOARA	0256 421240	str. Armoniei nr.33, Timisoara, jud. Timiș	<a href="http://www.ori.mai.gov.ro">www.ori.mai.gov.ro</a>

## 6. Bibliography

Bethany Social Services Foundation, *Guide of services for the development and social inclusion of children and youth from rehabilitation centers and prisons*

<http://www.cdep.ro>

<http://www.just.ro>

## PENITENTIARY INSTITUTIONS INVOLVED

NR	PENITENTIARY	COUNTRY	
1.	Cyprus Central Prisons	CYPRUS	
2.	Penitenciarul Timisoara — PTM	ROMANIA	
3.	Centrul de Reeducare Buzias — CRB	ROMANIA	
4.	Agricultural Penitentiary of Aghia	GREECE	
5.	Penitentiary of Chania	GREECE	 <small>ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ, ΑΣΦΑΛΕΙΑΣ ΚΑΙ ΑΝΘΡΩΠΙΝΩΝ ΔΙΚΑΙΩΜΑΤΩΝ ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΑΣΦΑΛΕΙΑΣ ΚΑΙ ΑΝΘΡΩΠΙΝΩΝ ΔΙΚΑΙΩΜΑΤΩΝ HELLENIC REPUBLIC MINISTRY OF JUSTICE, TRANSPARENCY &amp; HUMAN RIGHTS GENERAL SECRETARIAT FOR TRANSPARENCY &amp; HUMAN RIGHTS</small>
6.	Sopronkőhidai Fegyház és Börtön (Prison and Penitentiary of Sopronkőhida) — SFB	HUNGARY	
7.	Kraków-Podgórze	POLLAND	
8.	Corradino Correctional Facility	MALTA	

## CONSORTIUM

Centrul Pentru Promovarea Invatarii Permanente  
CPIP – Romania – [www.cpip.ro](http://www.cpip.ro)



G.G.EUROSUCCESS CONSULTING LTD  
EUROSC – Cyprus - [www.eurosc.eu](http://www.eurosc.eu)



Penitenciarul Timisoara  
PTM – Romania – [www.penitenciarultimisoara.ro](http://www.penitenciarultimisoara.ro)



Centrul de Reeducare Buzias  
CRB – Romania – [www.crbuzias.ro](http://www.crbuzias.ro)

UETP Action Link/ Action Synergy S.A.  
Greece – [www.action.gr](http://www.action.gr)



The European Prison Education Association  
Malta Branch – EPEA – [epeamalta.wordpress.com](http://epeamalta.wordpress.com)



Association of Regional Initiatives Development "Lacjum"  
ARID Lacjum – Poland – [www.lacjum.org](http://www.lacjum.org)



Sopronkőhidai Fegyház és Börtön  
(Prison and Penitentiary of Sopronkőhida)  
SFB – Hungary – [www.bvsk.hu](http://www.bvsk.hu)

