

Working in Ukraine: a safety guide for candidates

How to verify an offer, which documents you need, how arrival works, where you will live and who to contact.

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The main rule

Workin does not charge workers for employment. Your passport stays with you. If someone asks you for money for the job itself or demands your passport - stop and contact us.

Who is involved in your employment

Three parties are involved. Each has its own role, and it matters who you go to with which question.

PARTY	WHAT IT DOES	WHAT TO RAISE WITH IT
Workin	Matches work to your experience, verifies the employer's conditions, organises arrival and supports you afterwards	The offer, documents, arrival, housing, everyday questions, disputes
The employer	The enterprise where you work: employment contract, wages, safety, the workplace	Schedule, section, pay, hours recorded, workwear
The migration partner	Prepares documents: work permit, visa, residence permit, registration	Document status and processing times

What matters

- The work permit is issued for a specific enterprise - it is the basis of your legal employment.
- You sign the employment contract with the enterprise, not with an intermediary.
- Document decisions are made by Ukrainian state authorities: nobody can guarantee their outcome.

How to verify a job offer

An honest offer survives every check. Ask these questions before you agree and start collecting documents.

WHAT TO ASK	WHAT A NORMAL ANSWER LOOKS LIKE
Employer and site	The enterprise name or a clear description: what it produces, where it is, how many people work there
Trade and tasks	A specific section, equipment and operations - not "general worker, wherever needed"
Pay	Rate, how it is calculated, payment date, overtime pay
Schedule	Hours per shift, shifts per week, how they rotate
Housing	Type, people per room, who pays, distance to work
Transport	How you get to the site and back, who organises it
Meals	Canteen, kitchen or compensation
Coordinator	The name and contact of the person you turn to
Contract	An employment contract with the enterprise; terms match what was promised
Payments	Workin does not charge the worker

If any point has no answer, or the answer changes from call to call, take your time before deciding.

Which documents you need

Documents are prepared in stages. At the first step you only need your passport and information about your experience.

Before departure

DOCUMENT	WHAT IT IS FOR
International passport	The main document. Validity is checked before you join a project
Notarised passport translation	Needed for the work permit application
Photographs	For documents, in the prescribed format
Profile and proof of experience	The employer approves you from this profile
Embassy package	Visa route only: interview and D visa

After arrival

DOCUMENT	WHAT IT IS FOR
Medical insurance	A one-year policy
Temporary residence permit	Issued on the basis of your employment
Address registration	At the actual address of your accommodation
Employment contract	Signed with the enterprise, fixes your working conditions

The original passport always stays with you. Copies may be needed for processing - that is normal, but you never hand the passport itself over for safekeeping.

How the interview works

Selection takes several steps. Your job is to describe your experience honestly: it protects you from work you are not ready for.

- 01 **Profile.** Trade, experience, languages, readiness to relocate and your preferences.
- 02 **Experience check.** We clarify equipment, operations, years worked and practical skills.
- 03 **Video interview.** A conversation with a coordinator or an employer representative.
- 04 **Practical task.** For some trades - a demonstration of the skill.
- 05 **Employer approval.** The enterprise confirms you, and only then document processing starts.

What helps you pass

- Specifics: which machines, which materials, what output;
- proof of experience - work record, certificates, photos of your work;
- realistic departure dates;
- questions from your side: they show you are serious.

The document route

The route depends on your citizenship. The work permit is issued in every case - it is obtained by the employer.

ROUTE	PRACTICAL TIMELINE	STAGES
Visa-free	4-7 weeks	Work permit → direct flight → registration after arrival
D visa	8-10 weeks	Permit → embassy interview → D visa → flight → registration
D visa with transit	10-14 weeks	Permit → D visa → transit processing → entry → registration

Timelines are practical estimates, not guarantees. Decisions on the permit, visa and residence permit are made by state authorities.

What depends on you

- A valid international passport with enough validity left;
- handing documents to the coordinator quickly;
- attending the embassy interview on the appointed date;
- honest data in your profile: discrepancies slow processing down.

What to bring

Pack in advance: there will be no time on the day of departure.

- ☐ Ticket and a printed travel route
- ☐ International passport and all prepared documents
- ☐ Copies of documents kept separately from the originals
- ☐ Luggage within the airline's allowance
- ☐ Seasonal clothing and a change of shoes
- ☐ Work boots, if that was agreed
- ☐ Personal medicines with a reserve and prescriptions
- ☐ Workin coordinator contacts, written down not only in your phone
- ☐ Money for the first expenses
- ☐ The meeting address and time
- ☐ Charger and plug adapter

Check before departure

You know the name of the coordinator meeting you, the exact meeting point and the address where you will live. If any of these is missing, ask before you fly.

Arrival and meeting

Arrival is organised: you are met, driven and moved in. You are not left alone in an unfamiliar city.

- 01 **Meeting.** A Workin representative meets the group at the border or the airport.
- 02 **Transfer.** An organised trip to the city where the enterprise is located.
- 03 **Move-in.** You receive the keys, the house rules and a contact for everyday questions.
- 04 **Registration.** Insurance, residence permit and address registration begin.
- 05 **Coordinator contact.** The coordinator stays in touch and helps through the first weeks.

The first days

Usually 1-3 days pass between arrival and the first working day: time to move in, complete paperwork and get to know the city. You are told the exact start date in advance.

Where you will live

The housing format is known before departure. You agree to specific conditions, not to a promise that "something will be found".

FORMAT	WHAT IT MEANS
A place in a shared room	For an organised group. Bed, wardrobe, access to the kitchen and bathroom
A private room	For a single worker or the group coordinator
Hostel or residence	Shared kitchen, bathrooms and living areas, with house rules
Family apartment	A separate format if you arrive with your family

What to clarify before departure

- How many people share the room and who they are;
- who pays for housing and utilities;
- what the kitchen has and where to do laundry;
- the distance to the site and how to get there;
- the house rules and who to go to with a household problem.

Transport and meals

Getting to the shift and eating are settled before you arrive, not after.

Transport

- Transport to the site and back by shift schedule - if it is part of your project;
- the route and travel time are known in advance;
- if housing is next to the site, transport may not be needed;
- who pays for travel is fixed before departure.

Meals

- An enterprise canteen, an equipped kitchen in your accommodation, or monetary compensation;
- a meal break is provided by law and the shift schedule;
- tell us about dietary restrictions in advance - they are taken into account;
- the coordinator will show you shops near your accommodation.

If transport or meals differ from what was promised after you arrive, tell the coordinator straight away - do not wait until the end of the month.

The first working day

The first day sets how you settle into the enterprise's rhythm. It is prepared in advance.

- 01 **Arrival at the site** at the agreed time, together with the coordinator.
- 02 **Paperwork:** signing the employment contract and learning the enterprise's rules.
- 03 **Safety briefing** - signed, in a language you understand.
- 04 **Equipment:** workwear, footwear and protective gear in your size.
- 05 **Section introduction:** the foreman shows the workplace, operations and norms.
- 06 **Working with a mentor** through the first shift.
- 07 **Feedback:** at the end of the day the coordinator collects the group's questions.

Your right

You are not obliged to start work without a briefing and protective equipment. If they were not provided, tell the foreman and the coordinator.

Wages and payments

Payment terms are fixed in the employment contract with the enterprise. The contract is the key document in any dispute.

QUESTION	HOW IT WORKS
Who pays	The employing enterprise, not an intermediary
Where it is fixed	In the employment contract: rate, calculation, payment date
Time records	The enterprise keeps a timesheet. You are entitled to know how many hours were counted
Overtime	Paid under the contract terms and the law
Payroll questions	First the shift manager or finance office, then your Workin coordinator

Keep your own record

Write down the shifts and hours you work: a simple habit that settles most wage disputes.

Safety: signs of fraud

These signs mean the offer is unsafe. Check them before you hand over money or documents.

- **The intermediary is unknown:** no company, no contract, no stable contact.
- **You are asked to pay for the job** with no payment document.
- **Someone promises a guaranteed decision** from a state authority - that does not exist.
- **The price changes** or hidden payments appear.
- **The employment contract is not shown** before departure.
- **You are asked to send your passport** through an unsecured channel or hand it over "for safekeeping".
- **The conditions differ after arrival:** the job, pay or housing are not what was promised.
- **You are forbidden to talk** to the coordinator or other workers.

What to do

Stop and contact Workin using the official contacts on the last page. Do not transfer money, do not hand over your passport, do not sign documents you do not understand. Ask for a translation into a language you understand.

Your rights and duties

Official employment protects both sides. Knowing your rights matters as much as meeting your duties.

Your rights

- An employment contract on the terms you were promised;
- wages paid on time and in the agreed amount;
- a briefing, workwear and protective equipment;
- working time records and overtime pay;
- medical insurance;
- your passport stays with you;
- contact with your Workin coordinator on any question.

Your duties

- Follow the employment contract and the enterprise's rules;
- meet occupational safety requirements;
- follow the house rules where you live;
- report illness and inability to work a shift;
- track your document validity together with the coordinator;
- report a change of address.

Contacts and urgent situations

Save these contacts before departure and write them down not only in your phone.

Workin

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workin.com.ua - the candidates section

What to do in an urgent situation

- 01 Call the Workin hotline.
- 02 If there is no answer, write by email and messenger: the request is registered.
- 03 Tell the group coordinator if they are nearby.
- 04 If life or health is at risk, call the Ukrainian emergency services: 112.



Point your camera - the candidate form on the Workin site will open.

Document updated 6 August 2026. The current version of the guide is at workin.com.ua. Workin does not charge workers for employment.