CHOAPA JUSTA + A&A CONTABILIDAD

Working in Chile: your employment file

Free sample

Español + English · 2026-09-30

What you can prepare

A sheet of documented employment terms, an evidence folder, a version comparison and a draft enquiry for the employer or relevant authority.

First step

List the offer, contract, amendments and correspondence. Identify each version and preserve the originals.

Fictional worked example

Fictional example: Amina receives an offer stating monthly pay without saying whether it is gross or net. The schedule differs between an email and the offer. The pack preserves both versions, records the two issues and drafts an enquiry to the employer. It also records 'permission to start work: to be checked with the competent authority'. It does not calculate deductions or conclude that the offer or an immigration document authorizes work.

Scope

This pack does not certify contracts, calculate a final compensation entitlement or determine permission to work. It does not treat immigration status as work authorization. Rights, duties, social security contributions and possible action must be reviewed against the facts and relevant official sources; disputes require professional assessment.