

## REGISTRATION AS A JOBSEEKER

Chapter 2, Sections 1-2 of the Act on Public Employment and Business Service

### 1. Basic information

Last name		
First names		Personal identity code
Address		Municipality of residence
Postal code	City/town	
Telephone	Mobile	Fax
E-mail		
Native language		Language of using the services

### 2. Citizenship and residence permit

Citizenship	
<input type="checkbox"/> Finnish	
<input type="checkbox"/> citizen of another EU/EEA country or Switzerland, which?	_____
<input type="checkbox"/> family member of an EU, EEA or Swiss citizen <sup>1</sup>	
<input type="checkbox"/> citizen of another country, which?	_____
Residence permit (please complete if you are not an EU, EEA or Swiss citizen or their family member)	
<input type="checkbox"/> permanent residence permit (P)	<input type="checkbox"/> permanent residence permit for a person with long-term EU resident status (P-EY)
<input type="checkbox"/> residence permit A	<input type="checkbox"/> residence permit B
	<input type="checkbox"/> no residence permit
Right to paid work based on residence permit (please complete if you have a residence permit of type A or B)	
no	yes
If you have a residence permit for an employed person, does your permit place restrictions on the employer	
no	yes

### 3. Education

**General education**

- comprehensive school                                       primary school  
 matriculation examination completed                       secondary school completed  
 comprehensive/upper secondary school or matriculation examination studies in progress  
 other, please specify \_\_\_\_\_

**Studies (also studies in progress and interrupted studies) <sup>2</sup>**

Name of qualification	Educational institution and orientation/major subject	Started	Ended

**Are you interested in education/training**

- not at the moment                       yes, please \_\_\_\_\_

### 4. Information related to jobseeking

**Current work situation**

- in full-time work                       in part-time work                       laid off                       on a shortened working week  
 unemployed                       student                       entrepreneur  
 other, please specify \_\_\_\_\_

**When can you start working**

- immediately                       from          /          **20**

**Are you an unemployment fund member**

- no                       yes, name of fund: \_\_\_\_\_

### 5. Work experience <sup>3</sup>

Occupation			Work experience in years	
Have you been an entrepreneur (please specify below)				
<input type="checkbox"/> no <input type="checkbox"/> yes, please _____				
specify in which field: _____				
Has your spouse/cohabiting partner or other family member been engaged in enterprising in which you have participated in some way?			Shareholdings in companies	
<input type="checkbox"/> no <input type="checkbox"/> yes			<input type="checkbox"/> no <input type="checkbox"/> yes	
Employer/independent entrepreneur	Duties	Started	Ended	Reason for the ending

Driving licence and the most extensive category of right to drive <input type="checkbox"/> no driving licence <input type="checkbox"/> moped/tractor <input type="checkbox"/> car/van <input type="checkbox"/> lorry <input type="checkbox"/> combination of vehicles/truck <input type="checkbox"/> bus	Driving licence category
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### 6. Special skills

What special skills do you have (e.g. ordinary workstation software, accounting skills, competence in final accounts, welding techniques, specialist skills in the construction sector etc.)?

What hobbies do you have that might be useful in the labour market?

### 7. Your preferences concerning the job

What kind of a job are you primarily seeking? Please describe the duties you are interested in and your experience in them in as much detail as possible.

Are you looking for a job  
 in your home municipality or its vicinity       elsewhere, please specify  
 abroad, where

Your preferred working hours  
 full-time work (requirement for receiving unemployment allowance)       night work  
 evening work       part-time work       weekend work       shift work

More information about your preferred working hours

Your preferred duration of the job (please tick all options that interest you)  
 permanent job       temporary job       summer job

What type of work would you like to do? experience in this work?	Do you have		Language skills, please select 1-5 to indicate your standard: 1 native language, 2 excellent, 3 good, 4 satisfactory, 5 poor
	yes	no	
customer service	<input type="checkbox"/>	<input type="checkbox"/>	Finnish
supervisory work	<input type="checkbox"/>	<input type="checkbox"/>	Swedish
nursing	<input type="checkbox"/>	<input type="checkbox"/>	English
education and training tasks	<input type="checkbox"/>	<input type="checkbox"/>	German
short assignments	<input type="checkbox"/>	<input type="checkbox"/>	French
work involving travel	<input type="checkbox"/>	<input type="checkbox"/>	Russian
apprenticeship training	<input type="checkbox"/>	<input type="checkbox"/>	Spanish
distance work	<input type="checkbox"/>	<input type="checkbox"/>	
an entrepreneur or a self-employed person	<input type="checkbox"/>	<input type="checkbox"/>	other, which _____

**8. Other plans**

What type of plans related to jobseeking, education and training or enterprising do you have?

**9. Preferred services**

What kind of services would you like to receive from the TE Office?

**10. Consent to disclosing data to an employer**

Do you consent to the TE Office disclosing your name, your contact details and your jobseeking information to employers when the Office offers them suitable jobseekers for a vacancy?

no

yes

**Signature**

Date

Customer's signature

The TE Office will file this information in the Employment and Economic Development Office customer information system (Chapter 13, Section 3 of the Act on Public Employment and Business Service).

The customer has the right to verify his or her information contained in the information system.

Please be prepared to present if asked your certificates of employment and study certificates to the TE Office.

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<sup>1</sup> Family members of an EU, EEA and Swiss citizen include his or her:

- spouse,
- direct descendants aged less than 21, or dependent on him/her, including similar descendants of his/her spouse, and
- dependent relatives in a direct line of ascent, including similar relatives of his/her spouse.

If an EU, EEA or Swiss citizen living in Finland is a minor, his or her guardian is a family member. Persons living continuously together in a shared household regardless of their gender are deemed comparable to spouses if they have cohabited for a minimum of two years. The requirement of having cohabited for two years does not apply, however, if the cohabiting partners have joint custody of a child or if there is some other weighty reason for this.

Another family member of an EU, EEA or Swiss citizen regardless of his or her citizenship is deemed comparable to a family member if:

- in his or her country of origin, he or she is dependent on or cohabiting with the EU, EEA or Swiss citizen who is the primary residence permit holder, or
- personal care provided to him or her by the EU, EEA or Swiss citizen in question is absolutely necessary for serious health-related reasons.

<sup>2</sup> If you have not finished the education, please write 'Not finished' under Educational institution and orientation/major subject.

<sup>3</sup> If you have been an entrepreneur or worked in a family business, please mention this under the item Duties.

Please also mention any other mode of working you have engaged in, in other words if the work was not performed in an employment relationship, in a public service position or as an entrepreneur, for example as commissions without starting a company or as an informal carer.