

FOR JOBSEEKERS



**Enter working life:
TE Offices at the service
of jobseekers**

www.mol.fi

Are you looking for a job? Would you like to change from your current job to something more suitable? Are you wondering what kind of additional education you might need to move forward in your career? Are you planning to become an entrepreneur? Do you feel that you need vocational rehabilitation to reach full working capacity?

The Employment and Economic Development Office (TE Office) offers a wealth of information and expertise on occupations, work, training, getting a traineeship and setting up a business in Finland or abroad. Try our web services, call one of our national contact numbers, or visit a TE Office for a personal consultation.

*Find out more about our services at **www.mol.fi**.*

Be an active jobseeker and benefit from our broad range of services

Are you employed, unemployed, a student, about to lose your job, or returning to working life? Register with us as a jobseeker.

In addition to training and advice related to job seeking, TE Offices offer jobseekers personal employment services. As well as seeking suitable jobs and offering them to jobseekers, TE Offices can introduce recruitment candidates to suitable employers. The diverse services of TE Offices and regional business services are on offer to those planning to set up an enterprise.

To make your up-to-date job seeking data available to TE Offices seeking

candidates to fill vacancies, register as a jobseeker by filling in the **Jobseeker form** on our website www.mol.fi. On-line registration will speed up your transactions with the TE Office.



**Register as a
jobseeker at
www.mol.fi.**

Look up vacancies on the Internet

The TE Office has access to Finland's largest job register on vacancies. Our website www.mol.fi contains up-to-date **information on all vacancies**, whether currently in our register or yet to be published.

You can search for jobs on the basis of industry, region, location, duration of application, or by using specific search words.

The **Job Watch** service will inform you of any suitable vacancies, by a direct message to your e-mail address or mobile phone.

Take a look at the vacancies on offer and place an order with Job Watch at our web service. When informed of a vacancy, contact the employer at once. In job seeking, too, it pays to be quick.

Advertise your skills – use CV Net

Employers seeking skilled employees through **CV Net** will be able to contact you directly once you have submitted your job application to our service. All job applicants can post a résumé on themselves in our CV Net service.

Using the available form, create your own CV in CV net and describe, in your own words, your skills, your work experience, education and other matters relevant to the job you are seeking. You can also submit an anonymous application.

Job-seeking training, to give you added confidence in job-seeking

You can complete and update your job-seeking skills by participating in job-seeking training.

This training introduces you to the various aspects of job-seeking, the situation on the job market and employers' expectations, as well as electronic job-seeking channels and tools. Job-seeking training provides an excellent opportunity to practice job-seeking, in order to ensure success in job interviews.

If you are an unemployed jobseeker entitled to unemployment benefit, you will continue to receive it during this training. You may also be entitled to maintenance allowance.

Work abroad

EURES is the employment service of the European Economic Area. The EURES portal offers information on job vacancies in Member States, as well as descriptions of work and life abroad. It also contains information on working in different countries.

You can also submit your CV to the portal's jobseeker database, available Europe-wide to employers seeking suitable candidates for vacancies.

At TE Offices, special EURES advisors provide services for job applicants heading for Europe. Their contact

information is available at www.mol.fi/eures.

www.eures.europa.eu

Employment plan drawn up together

TE Office staff will provide guidance in job-seeking, discuss your job-seeking wishes and assesses your skills. An employment plan is drawn up within two weeks for everyone who has registered as a jobseeker. In this plan, your job-seeking objectives, measures and the services you will use to find a job, are agreed upon.

Improve your professional skills or change career

The TE Office educational and vocational information service will provide you with the information you need on your educational options, different lines of work and occupations, and on how to finance your studies. This service is intended for anyone wondering how to enhance their personal skills, regardless of age, educational background and career history.

You can discuss training and work options with an education advisor at a TE Office, call the national education advice helpline or familiarise yourself with our web-based services.

www.koulutusnetti.fi

www.ammattinetti.fi

www.opintoluotsi.fi

Help in choosing a profession and career planning

Our career guidance counsellors will help you in both choosing a profession and career planning. Work and training try-outs and/or psychological tests are available in support of confidential, one-on-one discussions. You can also assess your aptitudes and interests with the AVO programme, or by completing A-career exercises. Consultations with career psychologists are available by appointment.

New skills through education and training

Labour market training

You can update your skills or train for a new career through labour market training. This is primarily intended for over-20-year-olds who are unemployed or under threat of losing their jobs. This free of charge training is provided by vocational adult education centres, vocational institutions, institutions of higher education and private providers of training services.

You can apply either by completing the electronic application or a form available from an Employment and Economic Development Office (TE Office). An electronic application submitted via the Internet will be automatically channelled to a TE Office in charge of student selection. The paper form should be submitted to your local TE Office in person. In most cases, the TE Office of the training location is responsible for student selection.

The **Training Watch** service will send information on courses suitable for you, directly to your e-mail address.

Self-motivated studies financed through unemployment benefit

Self-motivated, full-time studies are also possible, under certain preconditions, for unemployed jobseekers receiving unemployment benefit. However, if your studies cannot be financed through unemployment benefit, you may still have the opportunity to study on a part-time basis, without losing your unemployment benefit. Further information is available from the educational advice service or our website.

Apprenticeship training

Apprenticeship training is ideally suited to vocational basic and additional education.

An apprenticeship contract is a fixed-term employment contract, which covers both on-the-job training in a place of work and theory-based study in an educational institution. In compliance with the relative collective agreement, the employer pays the student a salary. If you are unemployed, your employer may be eligible for a pay subsidy. Applications should be made at a TE Office.

www.oph.fi/oppisopimus
www.opityossa.fi

Services for entrepreneurs starting up a business

TE Offices provide advice on planning start-up enterprises, or whenever you need further information on

entrepreneurship and support in establishing a business.

Start-up grants promote the establishment of new businesses, by providing a livelihood to entrepreneurs in the start-up phase. Granted for a maximum of 18 months, a start-up grant is available by application from a TE Office. Other regional business services provide budding entrepreneurs with a broad range of advisory services, guidance on the subject of business premises and other such matters.

You can obtain and complete your entrepreneurial skills through training, because setting up a business can be flexibly combined with **training for entrepreneurs**.

TE Offices and Centres for Economic Development, Transport and the Environment (ELY-centres) offer training for both prospective and established entrepreneurs. Further information on training offered to entrepreneurs is available at TE Offices and ELY-centres.

EnterpriseFinland telephone service +358 10 19 4680 (from Finland 010 19 4680)

Combine
entrepreneurial
activities
flexibly with
entrepreneurial
training.

Find out more about these financial benefits and opportunities for finding work

Pay subsidy

If you are unable to find work on the open labour market, you can inquire at a TE Office about the possibility of working on the basis of a pay subsidy. In such a case, your employer will receive a subsidy towards your salary costs.

The TE-Office will consider, case by case, whether a jobseeker's chances of finding work would be increased by granting a pay subsidy. Work arranged through a pay subsidy is aimed at improving the vocational skills, competence and labour market position of an unemployed jobseeker, while helping the long-term unemployed gain access to the open labour market.

Unemployment security

Unemployment benefit is paid to ensure the livelihood of an unemployed jobseeker, while he or she is looking for a new job or participating in services that help him or her find a job. Unemployment benefits include earnings-related allowance, basic daily allowance and labour market support.

The TE Office will examine the employment policy preconditions for receiving unemployment benefit and give its opinion on this to the payer of the benefit. The payer, the Social Insurance

Institution of Finland (Kela) or an unemployment fund, will examine any other preconditions for receiving the benefit.

For further information on unemployment security matters, visit our website or call the national contact number.

At the **'My unemployment security'** web service, you can view the labour policy opinions issued by the TE Office, and reply to requests for clarification issued by the TE Office, on benefit-related matters.

**Unemployment security advice
+358 10 19 4911
(from Finland 010 19 4911)**

www.kela.fi www.tyj.fi

Change security speeds up job placement

If you are under the threat of dismissal, have been dismissed for economic or production-related reasons, are temporarily laid off or a long fixed-term period of employment is coming to an end, it's worth checking whether you are entitled to change security.

The employment and change security scheme increases the security of employees, provides them with support in their job-seeking efforts and helps them gain new employment as soon as possible. It also provides jobseekers with a better chance of participating

in measures which will help them find a job, while improving and maintaining their professional expertise.

If you are unemployed or about to lose your job, and intend to seek work outside your commuting area, you may be eligible for a **travel allowance for seeking work**.

A moving expenses allowance can also be applied for by jobseekers entitled to change security or labour market support, when they begin a new job outside their commuting area.



On-the-job training and preparatory training for working life

As an unemployed jobseeker, you can take part in on-the-job training or preparatory training for working life. This will help you become familiar with, or return to, working life. It will also support you in improving your vocational skills and possibilities of finding a job. On-the-job training and preparatory training for working life are good options if you want to try out new

tasks and prepare yourself for working life. They are also ideal ways of finding out which professions and jobs would be interesting and suitable for you.

The TE Office will find an on-the-job or preparatory training position for you. You can also look for a training position yourself, which can then be approved by the TE Office.

You qualify for **on-the-job training** if you are under 25 years of age, have no vocational training and are within the labour market support system. Trainees receive full labour market support during the training period. On certain preconditions, trainees may be eligible for maintenance support, too.

You qualify for preparatory **training for working life** if you are 25 or older, have vocational training, or are receiving the basic or earnings-related daily allowance as unemployment security. For the duration of preparatory training, you will receive both unemployment benefit (earnings-related daily allowance/basic daily allowance/labour market support) and maintenance support.

www.kela.fi

Vocational rehabilitation

In consultation with specialists in vocational rehabilitation, you can examine the work and training options that would suit you, while taking account of any limitations due to injury or illness.

National Help Line Työlinja contact numbers

Individual customers

Register as job applicant, vacancies, changed information for job applications, TE-Office services, guidance for web services

+358 10 19 4904
(from Finland 010 19 4904)
tyolinja@TE-toimisto.fi

Educational advice

+358 10 19 4901
(from Finland 010 19 4901)
koulutusneuvonta@TE-toimisto.fi

Advice on change security

+358 10 19 4910
(from Finland 010 19 4910)
tyolinja@TE-toimisto.fi

Advice on unemployment security

+358 10 19 4911
(from Finland 010 19 4911)

EnterpriseFinland

+358 10 19 4680
(from Finland 010 19 4680)

Telephone charges

To numbers beginning '010 19', local network charge from landline subscriptions, mobile phone charge from mobile phones.

**Comprehensive information on our services,
quickly and easily:**

www.mol.fi