



Kainuu-Koillismaa employment area

Registering as a jobseeker

Act on the Organisation of Employment Services
(380/2023), Chapter 4

To be completed by the employment services authority

Case number

1. Personal data

Surname	Forenames
Social security number	Municipality of residence
Street	
ZIP code	Post office
Telephone number	E-mail
Mother tongue	Language of communication

2. Citizenship and residence permit

Citizenship	
Finnish	
Citizen of another EU or EEA country or Switzerland, which one? _____	
Family member of a citizen of another EU or EEA country or Switzerland Citizen of another country, which one? _____	
Residence permit (to be completed by applicants who are not citizens of an EU or EEA Member State or Switzerland, or their family members.)	
Temporary residence permit (B)	Temporary residence permit (B - temporary protection)
Continuous residence permit (A)	Permanent residence permit (P)
EU Long-term residents' permanent residence permit (P-EU or P-EY)	No residence permit
Right to work based on a residence permit (to be completed by holders of an A or B residence permit.)	
No	Yes
You have a residence permit for an employed person. Does your residence permit contain any employer-specific restrictions?	
No	Yes

3. Situation

Why do you start looking for a job?

I am unemployed or will become unemployed. My first day of unemployment is:

I am fully laid off or about to be laid off. My first day of layoff is

The duration of the lay-off is

So far

Fixed-term lay-off: record the lay-off period or periods beginning during the following month.

I have been placed, or will be placed, on a reduced working week, or my working hours have been reduced due to a lay-off. Reduced working week begins on:

How is the reduction in working hours implemented?

I am employed part-time.

Please provide further details on why you are starting your job search.

For other reasons

Please provide further details on why you are starting your job search.

What was your situation before looking for a job?

Work

In a general education institution

In higher education

Entrepreneur

Serving a prison sentence

Unable to work due to illness

Retired

Municipal employment support services

In a vocational school

In labour market training

Conscript- or in civilian service

Family leave (e.g. maternity, paternity, parental leave)

Caring for children

Other situation

Unemployment benefit and applying for full-time employment

To be eligible for unemployment benefits from an unemployment fund or Kela, you must apply for full-time work throughout your entire period of unemployment or lay-off. This requirement applies to all jobseekers, including those who are unemployed, laid off, working part-time, working a reduced working week, or on sick leave. However, if you receive a partial disability pension, you may be entitled to unemployment benefits even if you are not applying for full-time work.

Option that describes your situation

I am applying for full-time work. To be eligible for unemployment benefits, I am willing to accept full-time work offered to me.

I am not applying for full-time work. Therefore, I am not eligible for unemployment benefits paid by an unemployment fund or Kela.

I receive a partial disability pension. To be eligible for unemployment benefits, I am applying for part-time work and am willing to accept part-time work offered to me.

Do you intend to apply for unemployment benefits?

Yes, I intend to apply for unemployment benefits. The benefit will be paid by:

No, I do not intend to apply for unemployment benefits.

Change in your job search status

A change may include, for example, starting employment, beginning studies, taking family leave, or starting military service.

No, my job search status will not change during the next month.

Yes, my job search status will change during the next month.

Reason for the change:

Effective date of the change

Will you continue your job search after the change

Yes

No

4. Work experience and education

Please provide details of your work experience and education covering at least the past two years. The more complete and accurate the information you provide, the better we can identify and offer services that meet your needs.

Occupation

Current occupation

I do not have an occupation.

Employment history

Please provide details of all your employment. Your employment history must be up to date and include at least the past two years. Unpaid work, such as work placements, can be entered under the "Other Experience" section.

Employment 1	
Employer	Job title
Type of employment	
Employment in Finland, another EU/EEA member state, or Switzerland	
Employment in another country	
Apprenticeship training	
Qualification to be completed	
Apprenticeship training provider	
Working time	
Full-time	Part-time, working hours: _____ h/ week _____ h/ month
Employment status / reason for ending	
Employment start date (dd.mm.yyyy)	Employment end date (dd.mm.yyyy)
Description of your work experience (your job duties or the knowledge and skills you acquired in the role.)	

Employment 2	
Employer	Job title
Type of employment Employment in Finland, another EU/EEA member state, or Switzerland Employment in another country Apprenticeship training Qualification to be completed _____ Apprenticeship training provider	
Working time Full-time Part-time, working hours: _____ h/ week h/ month	
Employment status / reason for ending	
Employment start date (dd.mm.yyyy)	Employment end date (dd.mm.yyyy)
Description of your work experience (your job duties or the knowledge and skills you acquired in the role.)	

Employment 3	
Employer	Job title
Type of employment Employment in Finland, another EU/EEA member state, or Switzerland Employment in another country Apprenticeship training Qualification to be completed _____ Apprenticeship training provider	
Working time Full-time Part-time, working hours: _____ h/ week h/ month	
Employment status / reason for ending	
Employment start date (dd.mm.yyyy)	Employment end date (dd.mm.yyyy)
Description of your work experience (your job duties or the knowledge and skills you acquired in the role.)	

Employment 4	
Employer	Job title
Type of employment Employment in Finland, another EU/EEA member state, or Switzerland Employment in another country Apprenticeship training Qualification to be completed _____ Apprenticeship training provider _____	
Working time Full-time Part-time, working hours: _____ h/ week _____ h/ month	
Employment status / reason for ending	
Employment start date (dd.mm.yyyy)	Employment end date (dd.mm.yyyy)
Description of your work experience (your job duties or the knowledge and skills you acquired in the role.)	

Employment 5	
Employer	Job title
Type of employment Employment in Finland, another EU/EEA member state, or Switzerland Employment in another country Apprenticeship training Qualification to be completed _____ Apprenticeship training provider _____	
Working time Full-time Part-time, working hours: _____ h/ week _____ h/ month	
Employment status / reason for ending	
Employment start date (dd.mm.yyyy)	Employment end date (dd.mm.yyyy)
Description of your work experience (your job duties or the knowledge and skills you acquired in the role.)	

I declare that I have reported all my employment during at least the past two years, as well as all current employment that has not ended.
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Business activities

Please provide details of your activities as an entrepreneur or a family entrepreneur, as well as any work you invoice through an invoicing service cooperative. Work that is not performed under an employment relationship (such as freelance work or work carried out under assignment contracts) is regarded as business activity. Your business activities must be up to date and include at least the past two years.

Business 1		
Type of business activity (own business, family business, work invoiced through an invoicing service or other business activity, e.g. freelance work or work carried out under assignment contracts)		
Business name		
Business ID	Legal form of business	Job title
Business activity start date (dd.mm.yyyy)		Business activity end date (dd.mm.yyyy)
Status		
☐ Business activity has ended ☐ Business activity is ongoing or will begin. ☐ On sick leave		
Description of your business activities (e.g. your duties and the knowledge and skills you acquired).		
I have or have had YEL pension insurance Have you terminated your YEL pension insurance? Yes. End date of the YEL pension insurance: _____ No. _____ The business is, or has been, entered in the Prepayment Register. Has the business been removed from the Prepayment Register? Yes. Date the notice of removal from the Prepayment Register was filed: _____ Yes. Date of removal from the Prepayment Register: _____ No. _____ The business is, or has been, entered in the VAT Register. Has the business been removed from the VAT Register? Yes. Date the notice of removal from the VAT Register was filed: _____ Yes. Date of removal from the VAT Register: _____ No. _____ The business is, or has been, entered in the Employer Register. Has the business been removed from the Employer Register? Yes. Date the notice of removal from the Employer Register was filed: _____ Yes. Date of removal from the Employer Register: _____ No. _____		

Business 2

Type of business activity (own business, family business, work invoiced through an invoicing service or other business activity, e.g. freelance work or work carried out under assignment contracts)

Business name

Business ID

Legal form of business

Job title

Business activity start date (dd.mm.yyyy)

Business activity end date (dd.mm.yyyy)

Status

Business activity has ended

Business activity is ongoing or will begin.

On sick leave

Description of your business activities (e.g. your duties and the knowledge and skills you acquired).

I have or have had YEL pension insurance

Have you terminated your YEL pension insurance?

Yes. End date of the YEL pension insurance:

No.

The business is, or has been, entered in the Prepayment Register.

Has the business been removed from the Prepayment Register?

Yes. Date the notice of removal from the Prepayment Register was filed:

Yes. Date of removal from the Prepayment Register:

No.

The business is, or has been, entered in the VAT Register.

Has the business been removed from the VAT Register?

Yes. Date the notice of removal from the VAT Register was filed:

Yes. Date of removal from the VAT Register:

No.

The business is, or has been, entered in the Employer Register.

Has the business been removed from the Employer Register?

Yes. Date the notice of removal from the Employer Register was filed:

Yes. Date of removal from the Employer Register:

No.

I declare that I have reported all business activities I have carried out during at least the past two years. I also declare that I have reported all business activities for which I have been, or continue to be, covered by YEL or MYEL pension insurance. Furthermore, I declare that I have reported all business activities that have not been removed from the Prepayment Register, the Employer Register or the VAT Register.

Education

Please provide details of all your education, qualifications and training, including any ongoing or discontinued studies. Include at least your general education (for example, comprehensive school or upper secondary school) and all education, qualifications and training completed or undertaken within the past two years.

Education 1	
Name of qualification or education	
Educational institution or training provider	
Education start date (dd.mm.yyyy)	Education end date (dd.mm.yyyy)
The studies have been discontinued. Enter the date on which the studies were discontinued. _____	
Description of the education or training (e.g. the content of the programme and the knowledge and skills you acquired).	
Qualification certificate	
☐ I have not received a certificate.	
☐ I have received a qualification certificate.	
☐ I have received another certificate confirming completion of my studies.	
☐ I have received a certificate of withdrawal from the educational institution.	

Education 2	
Name of qualification or education	
Educational institution or training provider	
Education start date (dd.mm.yyyy)	Education end date (dd.mm.yyyy)
The studies have been discontinued. Enter the date on which the studies were discontinued. _____	
Description of the education or training (e.g. the content of the programme and the knowledge and skills you acquired).	
Qualification certificate	
☐ I have not received a certificate.	
☐ I have received a qualification certificate.	
☐ I have received another certificate confirming completion of my studies.	
☐ I have received a certificate of withdrawal from the educational institution.	

Education 3	
Name of qualification or education	
Educational institution or training provider	
Education start date (dd.mm.yyyy)	Education end date (dd.mm.yyyy)
The studies have been discontinued. Enter the date on which the studies were discontinued. _____	
Description of the education or training (e.g. the content of the programme and the knowledge and skills you acquired).	
Qualification certificate ☐ I have not received a certificate. ☐ I have received a qualification certificate. ☐ I have received another certificate confirming completion of my studies. ☐ I have received a certificate of withdrawal from the educational institution.	

Education 4	
Name of qualification or education	
Educational institution or training provider	
Education start date (dd.mm.yyyy)	Education end date (dd.mm.yyyy)
The studies have been discontinued. Enter the date on which the studies were discontinued. _____	
Description of the education or training (e.g. the content of the programme and the knowledge and skills you acquired).	
Qualification certificate ☐ I have not received a certificate. ☐ I have received a qualification certificate. ☐ I have received another certificate confirming completion of my studies. ☐ I have received a certificate of withdrawal from the educational institution.	

I declare that I have reported all studies I have undertaken during at least the past two years, as well as all studies that are still ongoing.
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Other experience

Please provide details of the knowledge and skills you have acquired through work, study or leisure projects, voluntary work, positions of trust, or unpaid work, such as work placements.

Other experience 1	
Name of the experience	
Experience start date (dd.mm.yyyy)	Experience end date (dd.mm.yyyy)
Description of the experience (e.g. the nature of the experience, what you did, and the knowledge and skills you acquired).	

Other experience 2	
Name of the experience	
Experience start date (dd.mm.yyyy)	Experience end date (dd.mm.yyyy)
Description of the experience (e.g. the nature of the experience, what you did, and the knowledge and skills you acquired).	

5. Skills and employment preferences

Describe the knowledge and skills you have that are relevant to the type of work you are seeking.
What type of work are you looking for? Please specify your preferred occupation or describe the type of work you would like to do and the industry or sector in which you would like to work.
Where are you looking for work? Please specify the region, municipality or country.
☐ I am willing to travel for work. ☐ I am willing to work remotely.

Language skills

Please provide details of your language skills and indicate your level of proficiency.					
Language	Mother tongue	Excellent	Good	Satisfactory	Basic

Driving licence

Valid driving licence categories

Passenger Car (Category B)

Motorcycle (Category A1, A2 or A)

Lorry (Category C1 or C)

Lorry with Trailer (Category C1E or CE)

Passenger Car with Trailer (Category B96 or BE)

Bus (Category D1 or D)

Bus with Trailer (Category D1E or DE)

Additional Information (e.g. uncommon driving licence categories or willingness to drive as part of your work):

I have access to a car.

Professional certificates and licences

What professional certificates, licences or permits do you hold?

Food Hygiene Passport (Food Hygiene Proficiency Certificate)

Finnish Hot Work Permit

Finnish Occupational Safety Card

Alcohol Serving Passport (Certificate of Alcohol Serving Competence)

First Aid Certificate 1 (EA1)

Forklift Operator's Certificate

Other certificate, licence or permit

Additional information (e.g. a valid security clearance, radiation safety qualification or other professional certification):

6. Service needs assessment

Readiness for employment

Please assess how the following factors affect your opportunities for employment.

My skills and qualifications are sufficient, and I believe I will find employment within the next three months.

Yes.

No.

My skills and qualifications are not sufficient for the positions I am seeking because:

I have been away from working life for a long time.

My skills and qualifications are not fully up to date.

I do not have the licences, permits or certificates required for the work, or they have expired.

My work experience is sufficient for the positions I am seeking.

Yes.

No.

I do not believe my work experience is sufficient because

I have recently graduated.

I have very little or no work experience.

My work experience is in a different field from the one in which I am seeking employment.

There are suitable job opportunities available for me.

Yes.

No.

I have sufficient and up-to-date education and qualifications.

Yes

No

There are circumstances in my life that currently make it more difficult for me to find employment.

Yes

You may provide further details about your current situation:

No

Job search skills

Please assess how your job search skills affect your opportunities for employment.

How would you rate your job search skills? Select the number that best describes your current situation:

0	1	2	3	4	5	6	7	8	9	10
0	<i>I do not know how to look for work. I need extensive personal advice and guidance with my job search</i>									
1 – 3	<i>I need to learn much more about job searching. I need advice and guidance.</i>									
4 – 5	<i>My job search skills are not up to date. I need more information and guidance on job searching.</i>									
6 – 7	<i>I know how to look for work, but I am not sure whether I am using the most suitable job search methods for me.</i>									
8 – 10	<i>I am able to use a variety of job search methods effectively and successfully. I do not feel that I need assistance with my job search.</i>									

Work ability

Please assess how your work ability affects your opportunities for employment.

Assume that your work ability at its best is rated as 10 points. How would you rate your current work ability? Select the number that best describes your current situation. If you are not currently employed, assess your work ability in relation to the requirements of your most recent job or occupation. If you do not have an occupation, assess your work ability in relation to the type of work you would like to do.

I am completely unable to work.

My work ability is at its best

0	1	2	3	4	5	6	7	8	9	10
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If you selected a number between 0 and 7, please provide additional information about your assessment so that we can better support you.

Employment goals

Please describe any other goals you have to support your employment.

My goal is to (select one or more options):

My primary goal is to obtain employment.

Education or applying for education – select one of the following:

I have applied for a place of study.

I have not applied for a place of study.

I am currently studying on a part-time basis.

Changing occupation – select one or more of the following:

For health reasons.

There are no job opportunities available in my current field.

For another reason.

Please specify the reason:

Entrepreneurship – select one or more of the following:

I have a business idea.

I need to develop my entrepreneurial skills and knowledge.

I am currently self-employed.

7. Consent to candidate referral

In addition to your jobseeker profile published on Job Market Finland, the Employment Services Authority may also refer you to employers and provide employers with information necessary for recruitment and filling a vacancy. The information provided for recruitment purposes may include your name and contact details, as well as information about your education, skills, qualifications and work experience.

Do you consent to the disclosure of your information to employers?

Yes. I consent to the Employment Services Authority disclosing my information to employers.

No. I do not consent to the Employment Services Authority disclosing my information to employers.

8. Signature

Place and date	Signature
	Printed name