

REMINDER FOR CLIENTS

We help you to

- find job offers and a suitable job;
- receive information about the situation on the labour market and ways of looking for work;
- compile documents necessary for applying;
- complement your job-seeking skills for making work-related choices and acting appropriately in an interview.

We expect you to

- actively look for a job. In order to do this, keep an eye on the Unemployment Insurance Fund website (www.tootukassa.ee), newspapers and employment websites (www.cvkeskus.ee, www.cv.ee et al.) every week, and find out about job opportunities from people you know. If you find a suitable offer, contact the employer at once. If you do not make an effort to find a job, it is harder for us to help you;
- tell your counsellor about problems that stop you from looking for a job or going to work. We will always listen to you and do our best to understand and help you;
- always be punctual in coming to an appointment arranged with us and notify us as soon as it becomes clear that you cannot come to the appointment. We can help you and all our other clients at the arranged time if everyone is punctual;
- be polite and respect other clients. Otherwise we have the right not to serve you;
- be prepared to participate in a labour market service or arrange activities that help you to get a job.

In order to be an intermediary for job offers and to provide services necessary for getting a job, we must ask for your personal data. We ask you to supply us with the correct information and to notify us as soon as your contact details (address, phone number, etc.) change. We protect your data carefully and will not give it out to third parties.

We inform you that labour market services provided for job seekers that are old-age pensioners are co-financed by the European Social Fund based on directive no. 222 of the Minister of Health and Labour of 4 December 2014 "Providing labour market services for guaranteeing better opportunities for participation".

We inform you that labour market services provided for people with reduced capacity to work are co-financed by the European Social Fund based on directive no. 57 of the Minister of Social Security of 27 March 2015 "Providing labour market services for the target group of the work capacity reform".