

COOPERATION AGREEMENTS

We will help you

- find job offers and a suitable job;
- receive information about the labour market situation and job search opportunities;
- prepare the documents required for applying;
- improve job search skills for making job-related choices and behaving in a job interview.

We expect that:

- **you are actively looking for a job**, i.e. view job ads on the website of the Estonian Unemployment Insurance Fund (www.tootukassa.ee), in newspapers and job websites as well as ask information about job opportunities from your acquaintances on a weekly basis. If you find a suitable job offer, please contact the employer immediately;
- **you are prepared to provide us with (accurate and truthful) information** necessary to mediate suitable job offers and provide essential services, as well as **tell your consultant about circumstances that prevent you from looking for or going to work**. We will listen to you and do our best to understand your situation and help you.
Please notify us as soon as your contact details (e.g. address, phone number, etc.) **change**. Based on the data, a CV is created in e-töötukassa, where it can be made visible to employers and used when applying for jobs. You can update and edit your CV in e-töötukassa. We protect your data diligently and do not disclose any such information to third parties. The data protection conditions of the Estonian Unemployment Insurance Fund can be found on the website of the Estonian Unemployment Insurance Fund;
- **you comply with our agreements and the consultation time**, and notify us immediately if it becomes clear that you cannot participate in the consultation/service;
- **you are ready to discuss and agree with the consultant on activities** that will help you get a job;
- **you are polite and respectful of other clients and the employees of the Estonian Unemployment Insurance Fund**. Otherwise, we have the right to refuse to provide the services to you.

We would like to inform you that labour market services provided to jobseekers of retirement age are co-financed by the European Social Fund of the European Union on the basis of Order No 222 of the Minister of Health and Labour of 4 December 2014 'Provision of labour market services to facilitate employment opportunities'.

We would like to inform you that labour market services provided to people with decreased work capability are co-financed from the European Social Fund of the European Union on the basis of Order No 57 of the Minister of Social Protection and the Minister of Health and Labour of 27 March 2015 'Provision of labour market services to the target group of the work capacity reform'.

Statistics are collected on the participant in the service co-financed by the European Social Fund of the European Union. If necessary, the State Shared Service Center, Statistics Estonia or

another authorised institution may request data from a service participant after the termination of the service. The protection of the collected data is guaranteed and the information is used in a generalised manner.