



Zavod Republike Slovenije  
za zaposlovanje

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Number:  
Date:  
Form: IZ/1

## ENTRY ON THE REGISTER OF JOB SEEKERS

1. Name:

2. Surname:

3. UNIQUE PERSONAL IDENTIFICATION NUMBER:

4. Email Address:

5. Telephone number:

6. **Address of permanent residence:** The Employment Service of Slovenia will obtain the information about the address ex officio by looking into the Central Register of Population

7. **Address of permanent residence abroad:** (This information needs to be filled in if you are a citizen of the EU, EEA, and Swiss Confederation or a family member of one, and you do not yet have a determined personal identification number (EMŠO), so that the Service may obtain it ex officio.)

City, street, house number:

Post office: Country:

Place of birth (country and city):

Date of Birth: |\_|\_|\_|\_|\_|\_|\_|\_|

Gender: (mark appropriately M or F)

Date of entry to the Republic of Slovenia: |\_|\_|\_|\_|\_|\_|\_|\_|

8. I hereby state that:

I am employed.

YES

NO

I am self-employed.

I am retired.

I hold the status of farmer.

I have the status of pupil.

I have the status of participant in adult education.

I have the status of student.

9. I am registering as a job seeker, whose employment is at risk due to:

(Mark the appropriate answer if you are employed and your employment is at risk.)

- Ordinary cancellation of my employment contract by the employer and the start of my period of notice.
- Business documentation, showing that my work became unnecessary.
- Fixed-term employment contract, which will expire within 3 months.

For the entry in the register, the Service requests only evidence for the data which cannot be obtained from official records.

**For the entry on the register of job seekers, the following documentation needs to be provided:**

1. personal identification document with a photograph;
2. school certificate or diploma of acquired education;
3. cancellation of employment contract (*only if you are applying as a job seeker, whose job is at risk*) or
4. fixed-term employment contract (*only if you are applying as a job seeker, whose job is at risk*) or
5. documentation of the employer, which shows that your work became unnecessary (*only if you are applying as a job seeker, whose job is at risk*).

**LEGAL  
NOTICE:**

According to Article 28 of the Rules on registration and deregistration from records, employment plan, rights and obligations during employment seeking, and control of persons registered on the registers (Official Gazette of the Republic of Slovenia, Nos. 106/2010, 10/2014, and

98/2015), the **Service will cease to keep you on the register of job seekers after the expiry of a six month period from the registration or the day when you last appeared at the Service** in person; if you, after the expiry of the period of notice, acquire the status of unemployed person; if you de-register your residence and do not register a new one or if your residence permit expires, and in the case of the finality of the decision, by which you become permanently unable for work according to the provisions which regulate the pension and disability insurance or unemployable according to the provisions which regulate vocational rehabilitation and employment of disabled persons. **The purpose of reporting in the period of six months is to show interest to stay registered on the register of the Service. To preserve the status of job seeker, you can report to the Service personally by a telephone call, e-mail of the Labour Office, Contact Centre (080 20 55; [kontaktni.center@ess.gov.si](mailto:kontaktni.center@ess.gov.si)) or via [PoišciDelo.si](http://PoišciDelo.si) portal**, or you can **come personally** to the Career Centre or Labour Office.

Application was filed on:

Signature of the applicant:

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**MY RIGHTS AND OBLIGATIONS  
IF I AM ENTERED ON THE REGISTER OF JOB SEEKERS**

**MY OBLIGATIONS:**

1. **To preserve the status of job seeker** I have to, **at least once in the period of six months** from the registration or the last contact, **confirm to the Service that I want to be kept** on the register of job seekers.

**I can do that via:**

- telephone or e-mail of the **Labour Office**, where I am registered (contacts of labour offices are available at [www.ees.gov.si](http://www.ees.gov.si)),
- telephone or e-mail of the **Contact Centre** (080 20 55 or [kontaktni.center@ess.gov.si](mailto:kontaktni.center@ess.gov.si)),
- personal visit at the **career centre** or point or at the **labour office**,
- service My counsellor **at the PoiščiDelo.si portal** ( [www.poiščidelo.si](http://www.poiščidelo.si) - available only to job seekers, whose employment is in risk, with the agreement in the employment plan).

**THE SERVICE OFFERS ME THE FOLLOWING:**

1. **INFORMATION ON THE LABOUR MARKET** in Slovenia, the EU, EEA, and the Swiss Confederation, available at the website of the Service [www.ess.gov.si](http://www.ess.gov.si), at career centres and points.
2. **NOTIFICATION OF JOB VACANCIES** through the website of the Service, at the PoiščiDelo.si portal, where you can subscribe to notifications.
3. **ONLINE TOOLS FOR INDEPENDENT CAREER MANAGEMENT:** PoiščiDelo.si portal, computer test  
Where and How, online guide Build your career, eCounselling and other tools, available at the website of the Service.
4. **SUPPORT IN CAREER DECISIONS** at career centres and points (*where you can find a computer, printer, telephone, expert help in application writing and preparation for job interviews, access to tools for independent career management, information on current job vacancies in the local labour market*).

**IF I AM A JOB SEEKER AND:**

- I am within the period of notice or
- my fixed-term employment contract expires within three months or
- my work is about to become unnecessary,

**MY OBLIGATIONS, IN ADDITION TO THE AFOREMENTIONED ONES, INCLUDE THE FOLLOWING:**

Fulfilment of agreements, determined in the employment plan.

**IN ADDITION TO THE AFOREMENTIONED SERVICES, THE SERVICE OFFERS ME THE FOLLOWING:**

5. **PERSONAL COUNSELLOR** for help in employment seeking and career management,
6. **POSSIBILITY OF MEDIATION on job vacancies** according to the agreed employment goals in the employment plan,
7. **POSSIBILITY OF PARTICIPATION in measures of active employment policy** with the purpose of increasing employability.
8. **POSSIBILITY OF LEARNING CAREER MANAGEMENT SKILLS**, in the scope of which I can decide with my personal counsellor to participate at workshops.