



WHAT YOU NEED TO KNOW AND DO

– if you lose your job

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FIND YOUR NEXT
JOB USING
**METAL
JOBSERVICE**
– OR LET
THE JOB
FIND YOU

**USE METAL JOBSERVICE
BECAUSE:**

- ▶ you receive a complete list of all current vacancies in Denmark – every day
- ▶ you are able to search for jobs that match your requirements
- ▶ you receive an alert when jobs matching your requirements come up
- ▶ it is easy to use
- ▶ transferring job adverts from Metal JobService to your job log is easy

Find Metal JobService at
danskmetal.dk/jobservice
and use your NemID to log in.

WHAT YOU NEED TO KNOW AND DO – IF YOU LOSE YOUR JOB

Metal JobService provides you with an overview of what you need to know and do if you lose your job. Staying up to date and ensuring that you meet deadlines and keep appointments is important. Otherwise your right to unemployment benefit may be affected.

UNEMPLOYED – NOW WHAT?

What to do as soon as you become unemployed:

- ▶ Register as unemployed on **jobnet.dk** on your first day of unemployment
- ▶ Create a CV on **jobnet.dk**
- ▶ Complete the unemployment declaration at **danskmatal.dk/dp**

UNEMPLOYMENT INSURANCE FUND AND JOB CENTRE COMMUNICATE DIGITALLY

Both unemployment insurance fund and job centre communicate digitally. Most of your communication with the job centre takes place on **My Page** on **jobnet.dk**.

This page allows you to:

- ▶ Register as unemployed
- ▶ Check suggested jobs
- ▶ Book job consultations with the job centre
- ▶ Register holiday and sickness
- ▶ View **My Plan**
- ▶ View job centre messages

All mail from Metal A-kasse is sent electronically to your My Mailbox digital mailbox at **danskmatal.dk**. It is important that you log in daily to check your mailbox.

danskmatal.dk/a-kasse allows you to:

- ▶ Complete your unemployment benefit card
- ▶ Book interviews with the unemployment insurance fund
- ▶ Job-log
- ▶ Apply for holiday benefits
- ▶ View all mail from Dansk Metal in **My Mailbox**

CORRECT E-MAIL AND TELEPHONE NUMBER

If you have provided your mobile number and your e-mail in your digital mailbox, we will send you a text message and an e-mail to alert you to new mail.

Log into **danskmatal.dk** to check that your e-mail address and mobile number are correct to ensure that you are alerted when new mail arrives.

It is your responsibility to meet all deadlines – even if our text messages and e-mails do not reach you.

WHAT BEING AVAILABLE MEANS

To be available to the job market you need:

- ▶ to be registered as unemployed on **jobnet.dk**
- ▶ to reside in Denmark
- ▶ to be fit and ready to take on a job
- ▶ to be actively looking for a job
- ▶ to be serious and realistic in your job search
- ▶ to be able to take a job with one day's notice
- ▶ to read the e-mail in your **My Mailbox** digital mailbox at **danskmatal.dk** and on **My Page** on **jobnet.dk**.

CONTACT US

You are always welcome to contact your local branch of Metal if you should have any questions.

Call
3363 2000
or find your branch on
danskmatal.dk/
findinafdeling

- ▶ to upload your CV to **jobnet.dk** no later than two weeks after registering as unemployed on **jobnet.dk**
- ▶ to check your suggested jobs on **jobnet.dk** at least once every seven days
- ▶ to book interviews with the unemployment insurance fund and the job centre or other operator when asked to do so
- ▶ to attend and participate when the unemployment insurance fund, job centre or other operator invites you for interviews, meetings, activities or offers
- ▶ to let the unemployment insurance fund and job centre know immediately if you move to a different address, even if this is only temporary
- ▶ to ensure that your children can be looked after

SEARCH ACTIVELY FOR JOBS

You need to start looking for a job from your first day of unemployment. It is important that you apply every week for all the jobs that match your skills – both in your own area of expertise and in others where jobs are on offer. If you cannot find jobs that match your skills and qualifications, send out unsolicited applications. It is important that you are looking for work throughout the period in which you are unemployed.

danskmatal.dk/joblog includes a job log which requires you continuously to enter the jobs you are applying for.

Find out more about this in the **Joblog** section of this folder.

Search for jobs over a wide geographical area

Your chances of getting a job are greater if you search in a wide geographical area. For your first three months of unemployment, you need to apply for jobs within a geographical area with a total commuting time of up to three hours per day by public transport. After three months, you have to be willing to spend more than three hours on your daily commute.

Be serious and realistic

Be serious and realistic in your job search. You need to show that you actually want to get the job. You should also have the required qualifications, experience and fitness to handle the job. Please also apply for jobs that you would be able to handle after a short period of training or a course.

Apply in writing, by telephone or by visiting the employer in person – apply in the way that is standard for the industry.

Look for jobs while you participate in activities

Remember that you must also apply for jobs while you are participating in an activity or other job centre scheme. You also have to accept a job that you are referred to unless the job centre has told you in writing that you do not need to do so.

Find out more in the **My Plan** section in this folder.

JOBLOG

The job log at **danskmatal.dk/joblog** requires you weekly to enter the jobs you are applying for. At least once a month,

You will have access to a job log on both Metal A-kasse and **jobnet.dk**.

The two job logs automatically exchange data so that you only need to update your job log on **danskmatal.dk/joblog**.

Read the folder about how to use the joblog



the job log requires you to upload the number of written job applications that the unemployment insurance fund has asked for. The number is shown under 'Job application requirements'.

The job log is an active tool in your job search to help you manage the jobs you have applied for and the jobs you are considering applying for. Set up tasks for yourself and receive alerts when the deadline draws near. Ask the unemployment insurance fund for feedback on a specific job application.

You will have access to a job log at both **danskmetal.dk/joblog** and on **jobnet.dk**. The two job logs automatically exchange data so that you only need to update your job log at **danskmetal.dk**

Status

Provides you with an overview of your progress on each job.

Reminders

If you have found a job you wish to apply for, the job log allows you to associate a reminder with your job application. Set a reminder e.g. for whether the employer needs to be contacted before you submit an application or when your application needs to be submitted. When you set a deadline, the job log will send you an SMS and/or an e-mail before the expiry of the deadline.

Uploading applications

Every month you need to upload the number of written applications you have agreed with the unemployment insurance fund. The number is shown under 'Job application requirements'.

SMILEYS

You have to be actively looking for work in order to receive unemployment benefit. The job log smileys tell you whether you are being active enough.

GREEN SMILEY

A green smiley tells you that you are being active in your job search. You remember to update your job log, apply for jobs regularly and upload applications.



YELLOW SMILEY

A yellow smiley tells you to be more active on your job log.

Check whether you have remembered to update your job log, apply for more jobs, upload your applications or comply with the agreements you have made with the unemployment insurance fund.



RED SMILEY

A red smiley tells you that you have not been active enough in your job search or you have not updated your job log. You will be called for a meeting with the unemployment insurance fund for a discussion of your job search and use of your job log.



Quick and easy with Metal JobService

Find vacancies on Metal JobService and transfer them to your job log with just one click.

When you have found a job on Metal JobService that you wish to apply for, click on the small Metal icon in the job advertisement.



All data about the job will be transferred to your job log. On the job log, the status of the job will be 'Draft'. When you have applied for the job, the status can be changed to 'Applied for job'.

Failure to update your job log or upload applications

Every month, the unemployment insurance fund will check whether you have been actively looking for work and whether you have uploaded the agreed number of job applications.

If you have not job-logged, applied for a sufficient number of jobs or uploaded your applications, you will be given a deadline to do so. In the event of insufficient or inadequate updates, you will be called for an availability interview at which the unemployment insurance fund will assess your availability.

YOUR CV ON JOBNET.DK

You must as quickly as possible and no later than two weeks after you have registered as unemployed, complete your CV on **jobnet.dk**. When you log on

to **jobnet.dk**, you will find a CV already showing your name and address. You are required to complete the rest.

A CV is a description of your previous education and work history, your qualifications and other information that affect your ability to get a job. It is important that you describe your work experience and your skills as comprehensively as possible and that you regularly update the information in your CV to ensure that it is as accurate as possible. This is the best way to ensure that you get back into work quickly.

In order for you to receive unemployment benefit, your CV must have been approved and be available on **jobnet.dk** no later than two weeks after you have registered as unemployed.


CV CONSULTATION

Within two weeks of having registered as unemployed, you are required to attend a CV consultation at the unemployment insurance fund. When you have registered as unemployed on **jobnet.dk**, you will be told to book a CV consultation with the unemployment insurance fund. This can be done at **booking.danskmatal.dk**.

During this consultation, you will be advised on any special circumstances you should be aware of when you are unemployed. We will also quality-ensure and approve your CV. The consultation will focus on how to get into work quickly and the training options open to you.

We will talk about your job search requirements and the unemployment insurance fund will prepare a draft for **My Plan** at **danskmatal.dk/plan**. This





My Plan draft will describe your job and training objectives and the route to achieving them. The draft will be sent to the job centre which will finalise **My Plan** with you at your first job centre interview.

Find out more in the **My Plan** section in this folder.

Job search requirements

Job search requirements are an agreement between you and the unemployment insurance fund about how to get you back into work as quickly as possible. Your job search requirements will form the basis of the interviews you attend at the unemployment insurance fund and the fund's assessment of your availability.

When you book your CV consultation, you will be asked to complete the 'Job search requirements'. You must state:

- ▶ The technical areas and positions you wish to apply for
- ▶ In which geographical area you intend to search for work
- ▶ How you will search for work
- ▶ What you can and will do to get a job

AVAILABILITY INTERVIEW

You will be required to attend a personal availability interview at the unemployment insurance fund when you have been unemployed for three months and six months.

You are required to book this interview yourself at **booking.danskmetal.dk**. It is important that you book this interview within the deadline as you will otherwise be deregistered as unemployed. The interview will focus on how you find a job as quickly as possible and what you

have been doing so far. The interview will include a discussion of your job opportunities and requirements for courses, training etc. The interview will be based on your job search requirements.

When you book your availability interview, you will be given the option to choose the main subject of the interview. If you require feedback on a specific job you want to apply for or have applied for, you will be able to enter a note about this in your job log. Remember to upload the job application and job advertisement, if applicable.

The interview will include an assessment of whether you are actively looking for work and are generally available to the job market. The assessment will look at whether you have complied with job application requirements, job-logged and uploaded the agreed number of job applications to your job log.

INTERVIEW AT THE JOB CENTRE OR OTHER OPERATOR

Every month during the first six months, you will be required to attend an interview at the job centre or other operator. After six months of unemployment, you will be required to attend an interview every three months.

You are required to book the interviews yourself on **My Page** on **jobnet.dk**. It is important that you book these interviews within the deadline specified on **My Page** as you will otherwise be deregistered as unemployed.

At the interview, the job centre or other operator will follow up on your job search and make a plan to ensure that

you get back into work again as soon as possible. The plan may include an offer of activation in the form of work experience, a wage subsidy job or training.

Interviews at both unemployment insurance fund and job centre

To ensure that your job search is coordinated and coherent, we arrange interviews when you have been unemployed for 4-6 weeks, 5 months and 16 months. You, the job centre and the unemployment insurance fund participate in these interviews.

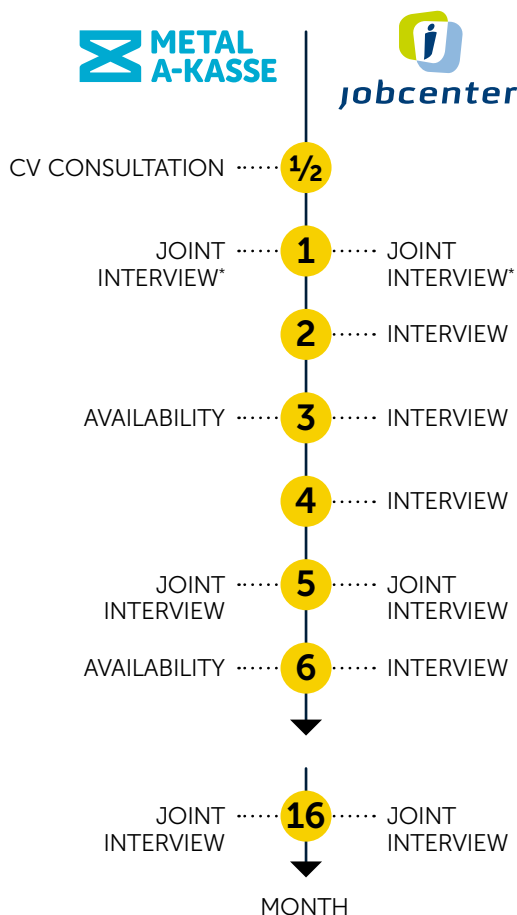
These interviews will be based on your CV, **My Plan** and your job log. The aim of the interviews is to give you individual and job-specific assistance focusing on permanent employment and training requirements.

General information about self-booking

You yourself are responsible for booking your availability interviews with the unemployment insurance fund and your job centre interviews.

Please stay up to date on the booking deadlines that the unemployment insurance fund and the job centre give you. Check your My Mailbox digital mailbox on **danskmetal.dk** and on **My Page** on **jobnet.dk**. If you have been exempted from actively looking for work and from being available for referred work, the job centre will send you a letter stating this. Remember to check your e-Boks.

If you do not book an availability interview or job centre interview within the deadline, you will be deregistered as unemployed without receiving further reminders. This means that you will be not be eligible for unemployment benefit.



**A job advisor from your local branch of Metal in your area will be present at your *first joint interview. Metal A-kasse's job advisors participate in the second and third joint interviews at the job centre.*

If you cannot get an appointment within the deadline, please contact the unemployment insurance fund or job centre.

Registration after failing to book

If you did not book your job centre interview, you need to book a job centre interview to be conducted within ten days of your registration. Otherwise you will not be registered as unemployed. This only applies, however, if you register within three months.

If you did not book your availability interview at the job centre, you must book an availability interview within the new deadline. Otherwise you will again be deregistered.

Exemption from self-booking

The unemployment insurance fund and the job centre may in exceptional circumstances exempt you from your obligation to book your own interviews if you:

- ▶ lack IT skills
- ▶ have significant language barriers
- ▶ have a significant physical, cognitive or mental disability

If you wish to be exempted, please contact both the unemployment insurance fund and the job centre.

CHECK YOUR JOB OPTIONS ON JOBNET.DK

At least once every seven days, you should log onto **My Page** on **jobnet.dk** and check the suggested jobs that match your CV and may be relevant for you to apply for.

When you click on 'Check your job options', this is registered and a list of applicable job advertisements will be displayed.



If you do not check your job options at least once every seven days, you will be reminded that you need to check them within a deadline of seven days. If you do not do so, you will be deregistered as unemployed. The third time you fail to check your job options within a period of 12 months, you will be deregistered as unemployed without further notice. Remember that you are not eligible for unemployment benefit if you are deregistered.

REDUCED JOB SEARCH

Please contact the job centre if within the next six weeks you are starting a new job, going on maternity/paternity leave, taking early retirement, being paid flex allowance, retiring, undertaking partial unemployment or you are able to document that you have been sent home due to adverse weather conditions or insufficient materials. This will allow you to discontinue your job search and avoid having to attend interviews in person at the unemployment insurance fund, the job centre or other operator or participate in job centre activities and schemes.

FAILING TO ATTEND AN INTERVIEW OR ACTIVITY

If you fail to attend an interview or an activity that the unemployment insurance fund, the job centre or another operator has called you in for, you may become ineligible for unemployment benefit until you contact the person who has called you in.

MY PLAN

My Plan contains all the agreements on your future job search and provides you with an overview of the agreements you have with the unemployment insurance fund and the job centre, including:

- ▶ your job and training objectives
- ▶ plans, agreed offers, tests (e.g. reading or writing tests) and other activities

My Plan can be found on jobnet.dk.

The job centre is able to offer the following:

- ▶ Advice and upgrading of skills
- ▶ Work experience
- ▶ Wage subsidy jobs

Aged 30-50

If you are aged between 30 and 50, you must have been offered activation no later than after a total of six months' unemployment.

Under the age of 30 and over the age of 50

If you are aged under 30 or over 50, you must have been offered activation no later than when you have been out of work for a total of 13 weeks.

At the CV consultation, the unemployment insurance fund will prepare a **My Plan** draft to describe what you are required to do.

Young people under the age of 25 – training

If you are under the age of 25, have no children living at home and do not have vocational training, the job centre may order you to undertake training. The part

of your training which falls within the first 26 weeks of your unemployment is provided as a job centre scheme which means that you will be able to receive unemployment benefit from the unemployment insurance fund during this time. For the rest of your training, you will need to apply for a state education grant.

Young people under the age of 20

If you are under the age of 20, you must participate in the first activation scheme offered by the job centre no later than after four weeks' consecutive unemployment.

If you get a job while participating in job centre activities and schemes

If you yourself find a job while you are participating in a scheme offered by the job centre or another operator, you should note that you will only be able to stop working on the scheme the day before your job starts. Otherwise you risk three weeks' quarantine for self-induced unemployment.

If the job is temporary and lasts less than five weeks, the job must involve a minimum of four hours a day. If the job is for longer than five weeks, no requirement for a specific number of hours applies. Remember to inform the job centre and unemployment insurance fund that you have stopped working on a scheme or activity specified in your **Job Plan**.

ADVICE AND SKILLS UPGRADES

You are able to participate in guidance and skills upgrade activities for up to six weeks. These may consist of vocational training or courses in the form of:



- ▶ guidance and clarification activities
- ▶ especially arranged projects and training
- ▶ Danish language courses

When you participate in a guidance and skills upgrade scheme, you will be paid unemployment benefit and you will be able to apply for a mileage allowance.

WORK EXPERIENCE

You may be offered work experience in a private or public sector enterprise for up to four weeks. This will give you the opportunity to test your skills in a new area and get your foot in the door of the job market.

Work experience is agreed between you, the employer and the job centre and will be entered in **My Plan**. When you undertake work experience, you will be paid unemployment benefit and you will be able to apply for a mileage allowance.

If you reject an offer of work experience or terminate your work experience without a valid reason, you will be considered to be in self-induced unemployment.

Please see the 'Rejecting or terminating an activity or scheme' section in this folder.

WAGE SUBSIDY JOBS

Wage subsidy jobs are available with a private or public sector employer for up to six months to give you the opportunity to consolidate your technical, social or language skills or acquire new ones. This may lead to permanent employment.

A wage subsidy job is agreed between you, the job centre and the employer and is offered on the salary and working

terms specified in the applicable collective agreement. The employer is paid a contribution towards your salary. These hours cannot therefore be used to re-accrete your right to unemployment benefit.

A wage subsidy job with a public sector employer allows you to apply for a mileage allowance.

If you reject an offer of a wage subsidy job or terminate your wage subsidy job without a valid reason, you will be considered to be in self-induced unemployment.

Please see the 'Rejecting or terminating an activity or scheme' section in this folder.

MILEAGE ALLOWANCE

You are eligible for a mileage allowance when you participate in guidance and skills upgrade activities, work experience and wage subsidy jobs in the public sector or when you undertake training that you have chosen.

Your daily commute between your home and the location of the activities or training must be more than a total of 24 kilometres. Mileage allowance can only be paid for the kilometres you travel over and above the first 24 kilometres.

QUARANTINE FOR SELF-INDUCED UNEMPLOYMENT

If you yourself are the cause of your unemployment, you will be quarantined for three weeks for self-induced unemployment.

Resigning or being dismissed

Your unemployment is self-induced if you:

- ▶ resign without reason
- ▶ are dismissed for a reason that can be attributed to you
- ▶ accept notice of dismissal that is shorter than the notice stipulated in the collective agreement

Rejecting or terminating an activity or scheme

Your unemployment is self-induced if you without reason:

- ▶ reject an activity or scheme you have been referred to
- ▶ refuse to participate in preparing or revising **My Plan**
- ▶ reject, fail to start or terminate an activity or scheme offered by a job centre or other operator
- ▶ refuse to participate in or follow up on a training order
- ▶ fail to attend, reject or terminate training based on a training order

Find a list of valid reasons for unemployment at danskmetal.dk/akasse

FAILING TO ATTEND AN ACTIVITY OR SCHEME

If you fail to attend one or more days of an activity or scheme that you have started, you will not be eligible for unemployment benefit for the days you have not attended.

This does not apply, however, if your non-attendance is due to your child's first day of illness or you need to see a medical specialist and have told the organisers of the scheme so.

LACK OF AVAILABILITY OR TWO QUARANTINES

If the unemployment insurance fund finds that you are not available to the job market or you have been given two quarantines for self-induced unemployment within a period of 12 months, you will not be eligible for unemployment benefit.

As a fully insured member, you will again become eligible for unemployment benefit when you have accrued 300 salary hours within a three-month period if you are paid monthly or 276 salary hours within 12 weeks if you are paid weekly or fortnightly.

As a partially insured member, you will again become eligible for unemployment benefit when you have accrued 150 salary hours within a three-month period if you are paid monthly or 138 salary hours within 12 weeks if you are paid weekly or fortnightly.

Your salary hours must have been reported to the Income Register, the job must have been offered on standard salary and working terms and no public sector wage subsidy can have been provided.

IF YOU BECOME ILL

You must register as ill on your first day of illness. Otherwise this may affect your right to unemployment benefit and sickness benefit while you are ill.

Register your illness on **My Page** on jobnet.dk or by contacting the job centre. When you register your illness, the unemployment insurance fund is automatically notified.

REMEMBER...

to tell the unemployment insurance fund when you get a job or if you get a job with reduced hours
danskmetal.dk/besked

If you are working in a wage subsidy job, you only have to report your illness to your employer.

When you register as sick with the job centre, you will be deregistered as unemployed.

Unemployment benefit

You will be paid unemployment benefit by the unemployment fund for the first 14 days of your illness. You are eligible for unemployment benefit at the earliest from the day you register as sick with the unemployment insurance fund.

Sickness benefit

When you have been ill for more than 14 days, you will be paid sickness benefit by your municipality. The unemployment insurance fund will notify your municipality that you are eligible for sickness benefit. The municipality will send you a letter which you are required to sign and return to the municipality within eight days. If you do not receive a letter from your municipality, please contact the municipality within three weeks of the unemployment insurance fund having stopped paying you unemployment benefit during your illness.

If you do not comply with the deadline of eight days or three weeks, this may affect your right to sickness benefit.

PAYMENT	
First and second weeks	Unemployment insurance fund
Third and fourth weeks	Municipality

Illness and reduced hours

If you are working reduced hours, you will be paid sickness benefit by your municipality from your first day of illness.

When you are fit for work

You register that you are fit for work again on **My Page** on jobnet.dk. When you register that you are fit for work, you will be paid unemployment benefit by the unemployment insurance fund.

If you do not wish to receive unemployment benefit after you have become fit again, please ensure that you deregister as unemployed on jobnet.dk.

HOLIDAY

When you wish to go on holiday, you must enter this on **My Page** on jobnet.dk no later than 14 days prior to the first day of your holiday.

When you have done so, the unemployment insurance fund will be notified of your holiday.

If you have not informed the job centre of your holiday in time, you will be under obligation to attend an interview or activity, start a referred job or scheme during your holiday if the job centre asks you to. Otherwise you risk losing your unemployment benefit.

Remember to update your holiday on your unemployment benefit card.

If you have accrued the right to holiday benefit, please apply for holiday benefit at danskmatal.dk/feriedagpenge.





JOB-SPECIFIC COURSES

If you are unskilled, skilled or have completed a short higher education course or a vocational course, you are eligible to take a job-specific course for up to six weeks. The course may be a job-specific course or other course included on the approved list published by the Danish Ministry of Employment.

The approved list can be found at **danskmetal.dk/jobrettetuddannelse**

You have to complete the course before you have been unemployed for nine months. If you are under the age of 25, the six-week job-specific course must be completed before you have been unemployed for six months.

Job-specific courses can provide you with new qualifications and develop your skills to increase your chances of getting a job. When you take a job-specific course, you will be paid unemployment benefit and you will be able to apply for a mileage allowance.

If you have started a job-specific course during your notice period, you will be able to continue the course for up to six weeks while you are unemployed.

TRAINING AND COURSES

While you are unemployed and are in receipt of unemployment benefit, you will be able to participate in training and courses. You are able to participate in e.g.:

- Training of less than 20 hours a week (if the course is a full-time course, it must not be eligible for state education grant support)

- ▶ Single subjects at university entry level of less than 20 hours a week, e.g. the Danish Higher Preparatory Examination Course
- ▶ Course equivalent to years 8-10 in Danish schools
- ▶ Evening courses at an adult education centre
- ▶ Language courses or reading/spelling courses
- ▶ Courses lasting up to two weeks offered by Dansk Metal, the job centre or other operator for the purpose of consolidating your connection to the job market.

UNEMPLOYMENT BENEFIT CARD

You are required to complete your benefit card at **danskmetal.dk/kort** on the penultimate Sunday of every month. You must submit your unemployment benefit card to the unemployment insurance fund within three months of the expiry of the disbursement period.

REDUCED HOURS AND SUPPLEMENTARY UNEMPLOYMENT BENEFIT

If you get a job with fewer hours than a full-time job, you will be eligible for supplementary unemployment benefit. You are eligible for supplements for up to 37 hours when your working hours are 29.6 hours or less.

You are only eligible for supplementary unemployment benefit for 30 weeks within a period of 104 weeks.

If you are working reduced hours and are paid supplementary unemployment benefit, you are still required to search for a full-time job.

With or without notice

This has to be a job that allows you to stop work from one day to the next if you are offered a job with more hours or full-time.

If your job has a notice period, your employer must sign a release certificate to enable you to stop work from one day to the next. The unemployment insurance fund must have received the release certificate within five weeks of your job having started.

Part-time insured

If you are only part-time insured, you will be eligible for supplementary unemployment benefit for the difference between your weekly working hours and the average weekly working hours prior to your unemployment.

WHEN YOU GET A JOB

When you get a full-time job, you must deregister with the job centre. This can be done on **My Page** on **jobnet.dk** or by contacting the job centre.



METAL A-KASSE

metalakasse@danskmetal.dk
danskmetal.dk