

**Assistance with unemployment benefits and job search**

I see that you have become unemployed. If you have not already sent us a declaration of unemployment ("ledighedserklæring"), you have to do so as soon as possible in order to get benefits. On the attached checklist you can read which documentation you need to send along with the declaration.

**You have to actively search for a job**

It is important that you are actively searching for jobs while receiving unemployment benefits. Your job search must be realistic and serious. You must search for jobs in a way which is usual for your profession. If it is difficult to find jobs within your subject area, you have to search for other types of jobs you can handle.

**You have to confirm your job search every week**

At least every 7th day you have to go to jobnet.dk in order to confirm, that you are actively seeking a job. If you forget it, you will be unregistered as unemployed and it will mean, that you cannot receive unemployment benefits. Therefore it is a good idea to register at the jobcenter's sms-service, so you will be reminded to log on to jobnet.dk.

**CV- and guidance meeting**

Within the first 3 weeks after you have registered as unemployed at the Jobcentre you will be invited to a CV- and guidance meeting with IAK's consultants at Komplement. Every 3 months, you will be called in for a meeting about your availability at Komplement.

I have enclosed a plan of the different meetings and interviews you have to attend as long as you are unemployed.

**Hotline for job search**

Do you need some advice regarding your CV and your job search, you can call Komplement on 7033 5010. Do you want to get feedback on a job application, you can attach it to an e-mail to kontakt@komplement.dk. One of our consultants will look at it and then call you – be sure to write your phone number in your e-mail.

Keep an eye on the relevant jobs on our website [www.iak.dk](http://www.iak.dk) Here you can also find some good advice for your job search.

**I am your contact at IAK**

You are very welcome to contact me if you have any questions. You can write to me from your inbox at [mitiak.dk](mailto:mitiak.dk). See *the Danish letter for my direct telephone number*. If you cannot reach me, one of my colleagues will always be there to help you.

Kind regards,  
IAK

## CHECKLIST

There are a number of things you have to do in order to receive unemployment benefits. Maybe you have already done some of the things.

### Send from your inbox at mitIAK

*If you are employee*

- "Ledighedserklæring for lønmodtagere" (declaration of unemployment) – form AR 251
- Your contract from your previous job (copy)
- Pay slips for the past 14 months (copy)

*If you are newly graduated*

- "Ledighedserklæring for nyuddannede" (declaration of unemployment) – form AR 265

*If you have an independent business*

- "Ledighedserklæring for selvstændige" (declaration of unemployment) – form AR 256

You can find the relevant forms on [iak.dk](http://iak.dk) under "Pjecer og blanketter"

### Create your CV on [www.jobnet.dk](http://www.jobnet.dk)

In order for you to receive unemployment benefits you must create your CV on [jobnet.dk](http://jobnet.dk). The CV has to be registered and approved no later than 1 month after you have been registered as unemployed. Your CV will be approved at the CV- and guidance meeting.

### Check your availability for a job

In order to receive unemployment benefits you have to meet a number of requirements about availability for the labour market. Therefore you must enter [iak.dk/pjecer](http://iak.dk/pjecer) to read about these requirements in the pamphlet "Ledig". Here you can also read about the rules for working at reduced time, sideline occupation, education, stay abroad and voluntary work.

### Use mitIAK to type in your benefit card

On the second to last Sunday every month you have to type in your benefit card on [www.mitiak.dk](http://www.mitiak.dk) which is IAK's selfservice system.

### You log on to mitIAK with

- Digital signature
- PIN code for netbanking
- The Common PIN Code (Den Fælles Pinkode)
- PIN code from IAK (if you don't already have one you will receive one by post in a couple of days)

## The course of your unemployment

