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### Employment and Labour Market Services

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**Czech Presidency** of the Council of the EU







### **Employment and Labour Market Services**

Ministry of Labour and Social Affairs



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### **1.** History of Employment Services

Employment offices and employment mediation services in the Czech Republic have a rich history dating back to era of the Austrian-Hungarian monarchy. Trade communities, for instance, were responsible for taking appropriate steps to mediate jobs for its members and associates as part of their objectives and tasks.

**Employment mediation services**, operating for a consideration, were governed by the Trade Licensing Act of 20 December 1859, which remained in full force and effect also upon the establishment of Czechoslovakia in 1918. The act stated that "mediation of services and jobs operated in a trade-based manner shall be classified as licensed trade" and, for the purposes of "license award", the person concerned shall be required to meet the conditions prescribed for a trade in general, have sufficient general education, prove reliability in view of the trade and have suitable operating premises.

Act No. 57 of 29 March 1903, which was applicable in the Czech Kingdom, covered employment services. General principles applicable to employment services were defined by the Municipal Council, which was also in charge of their supervision carried out through state authorities (the so-called municipal inspectorates).

The inter-war years were marked by the **labour protection offices** that were, among other things, responsible for supervising work safety.

After WWII, the presidential decree of 1 October 1945 No. 88/1945 Coll., on general work duty, was the general legal norm that remained formally valid until the end of 1965. The provisions of Part I of this decree allowed the district labour protection offices to assign work-capable men at the age between 16 and 55 years and women at the age between 18 and 45 years to carry out work, which had to be done urgently on the grounds of overriding public interest, unless some categories of persons were excluded from the work duty by the decree itself. The ministry of labour protection and social welfare could determine the sectors, regions and, if necessary, businesses, to and from which people could be assigned for the work. The period of assignment was limited to one year, but could be extended for additional six months or, in case of urgent reasons, even more.

Act No. 70/1958 Coll., on the tasks of enterprises and national committees in labour force care, Part I of decree No. 88/1945 Coll. was repealed, and the tasks of the district employment offices were transferred to the **national committees** and their **labour force departments**.

In the period of the so-called "building of socialism", the activities of the labour force departments focused, in particular, on issues related to the recruitment of labour force to the selected sectors of the national economy and the selected enterprises, as well as to regions with lack of labour force. Labour force departments were also engaged in the integration of hardly employable groups of citizens in the work process, primarily disabled persons and – with the cooperation of social curators – also socially unadapted citizens.

At the close of 1989, major political changes took place in the former Czechoslovak Socialistic Republic, followed immediately by changes in the economic environment. Once the operation of the Ministry of Labour and Social Affairs of the Czech Republic was restored, a bill was drafted to establish employment offices. Based on this bill, a statutory measure of the Czech National No. 306 on the establishment of employment offices was adopted on 20 July 1990.

The **Employment Services Administration** was established on 1 August 1990 as part of the Ministry of Labour and Social Affairs of the Czech Republic. It was assigned with the task to build and manage a network of **employment offices**.

The legislative process of establishing employment services was completed by the adoption of Act No. 1/1990 Coll. of the Federal Assembly of the Czech and Slovak Federative Republic of 4 December 1990, on Employment, and Act of the Czech National Council No. 9/1990 Coll. of 19 December 1990, on employment and competence of the authorities of the Czech Republic as regards employment.

### 2. Number and Location of Employment Offices

The Ministry of Labour and Social Affairs is in charge of 77 employment offices (see contact details on pp. 29-30). Branch offices and permanent detached offices were set up by the employment offices in order to improve the accessibility of their services for citizens.



### **Employment offices in the Czech Republic**

### 3. Activities of Employment Offices

- The employment offices are operated, first and above all, for the citizens.

### 3.1 Conditions for Job-seeker Registration

The basic role of an employment office is to provide to everybody, who is looking for work, assistance when looking for a job, as well as support in professional education and training, as necessary, and a financial support in case of unemployment.

Employment offices provide free-of-charge services to citizens, who have requested them. Those, who personally ask for work mediation and meet the conditions defined by Act No. 435/2004 Coll., on employment, are included in the job-seeker register. Citizens, who are in an active employment relationship, service relationship etc., may not be included in the job-seeker register, except for the so-called non-conflicting employments.

Upon registration, the job-seekers receive a **basic job-seeker guideline** specifying the rights and duties of a job-seeker.

Assistance in job search can also be requested by citizens, who currently are employed or do not request inclusion in the job-seeker register. These citizens will be included by the employment office in the register of persons interested in employment.

Job seekers are entitled to **employment mediation**, i.e. searching for an appropriate job, consulting and provision of information about job opportunities. A pre-condition is that such person personally files a **written application for employment mediation** at the competent unemployment office responsible for the person's place of residence. The employment offices aim at providing individual care to the citizens, who need it. For this reason, job seekers are offered the possibility to have an individual action plan. Based on this plan, the unemployment office tries to identify the deficiencies preventing the job seeker from finding a job, and to determine the steps towards elimination of these deficiencies.

	As of 31 December					
	2004	2005	2006	2007	2008	
Job seekers	541,67	510,41	448,54	354,87	352,25	
Job vacancies	51,203	52,164	93,425	141,06	91,189	
Registered unemployment rate in %	9.5	8.9	7.7	6.0	6.0	

### 3.2 Unemployment Benefit

Unemployment benefit, provided to job seekers, is designed to financially bridge the necessary period of unemployment.

Unemployment benefit shall be granted to a job seeker, who acquired a pension insurance period of at least 12 months in the reference period through employment or other gainful activity under a special legal regulation; in case of any overlapping pension insurance periods, such periods shall be counted only once. The support period includes also any period, during which the job seeker was excluded from the job-seeker register, which is equivalent to three months after exclusion.

The unemployment office decides on the eligibility for unemployment benefit in administrative proceedings.

		As of	31 Decen	nber	
	2005	2005	2006	2007	2008
Job seekers receiving unemployment benefit	143,23 6	141,75 3	129,88 2	112,67 5	138,50 6
Share in the total number of job	26.4	27.8	29.0	31.8	39.3
Average monthly benefit in CZK	3,562	4,215	4,491	4,830	5,309

The **support period** corresponds to the period, during which the unemployment benefit is provided, and is equivalent to 5 months for job seekers up to 50 years of age, 8 months for job seekers above 50 and up to 55 years of age, and 11 months for job seekers above 55 years of age.

The **unemployment benefit** amounts to 65% in the first 2 months, 50% in the next 2 months and 45% for the remaining support period, of the average net monthly income earned by the job seeker in his/her last terminated employment or of the last assessment base per 1 calendar month, in case the job seeker was last self-employed. Support for retraining amounts to 60% of the previous income.



### Development of the number of job seekers and the number of job vacancies

### 3.3 Special Citizen Programmes

At any time during the office hours, i.e. during the period between the scheduled visits, a job seeker can request updated information on job vacancies from the unemployment office and monitor the offered job vacancies at the notice boards of the unemployment office or through the self-service **Infobox** computer.

Within the consulting services provided by the unemployment office, a job seeker (as well as a person interested in employment) can obtain a range of useful information and advice to be used when searching for a new job. The contact with the respective advisor is proposed or, at request, arranged for by the intermediary.

Through the **information and consulting centres** (ICS) of the employment offices, pupils, apprentices, students, job seekers and persons interested in employment are provided with all current information necessary to make their decision when entering into employment or choosing their next direction of studies.

The so-called **JOB clubs** offer the possibility to test – alone or with the assistance of experts, one's interest in a profession and to obtain extensive information about the different professions.

Most employment offices provide also the so-called **group consulting**, during which job seekers participating on a group basis can learn the afore-mentioned information about available job vacancies as well as obtain valuable advice on how to search and apply for a job, together with basic information about the legal aspects of employment (establishment of employment relationship, required particulars of an employment contract, etc.); in addition, the job seekers can exchange their previous experience from looking for a job.

**Individual action plan** (IAP) is designed to increase the employability of a job seeker on the labour market. IAP is a document prepared by the employment office in cooperation with the job seeker concerned. It contains, in particular, the procedure and the time schedule to complete the individual measures to increase the job-seeker's prospects on the labour market. When determining the contents of an IAP, the unemployment office builds on the job seeker's educational background, health condition, skills and capabilities. IAP is to be developed by the employment office whenever a job seeker has been listed in the job-seeker register continuously for more than 5 months. The job seeker concerned is obliged to assist the employment office in developing, updating and evaluating the IAP within the periods of times defined by the employment office, and to comply with the obligations specified therein.

### 4. Employment support

### 4.1. Measures under the Active Employment Policy (AEP)

The AEP implementation process is one of the most important forms of employment support. AEP is designed to achieve the maximum possible employment level in the Czech Republic. The contributions to be provided for the individual AEP measures are covered by Part V of Act No. 435/2004 Coll., on employment, as amended.

Various measures of the active employment policy are pursued to ensure full employment; these tools are divided to measures implemented by the employment offices based on the specific situation on a regional labour market and to investment incentives provided at the MoLSA level.



### Number of persons placed to a job under AEP in 2008

### The employment offices make use of the following AEP measures:

### Retraining

Retraining allows the job seeker or the person interested in employment to acquire new knowledge and to increase, enhance or deepen his/her existing qualifications, including their maintenance or update.

When determining the contents and scope of the retraining, the unemployment office builds on the existing qualifications, health condition, capabilities and experience of the natural person that is to be retrained in the form of new theoretical knowledge and practical skills as part of further professional education.

Retraining	2004	2005	2006	2007	2008
Number of persons included	44,089	38,438	51,262	53,846	36,451
Number of persons who completed the retraining	45,094	38,333	50,413	55,459	38,735

### Publicly beneficial work

Publicly beneficial work includes work opportunities such as, in particular, maintenance of public buildings and roads, cleaning of public spaces or other similar activities for the benefit of municipalities, state or general civic institutions. However, there is a time limitation for these work opportunities, which are created by the employer for a maximum period of 12 consecutive calendar months, on a renewable basis, in order to employ the job seekers.

Work opportunities are created on the basis of an agreement with the employment office, which may grant a contribution in return to the employer. Such agreements are typically signed with the jobs starting on the first day of a month.

Publicly beneficial work (PBW)	2004	2005	2006	2007	2008
Number of jobs created	17,727	15,645	17,142	11,747	6,730
Number of persons placed to a job	18,246	16,846	18,011	12,374	7,708

### Socially beneficial jobs

An employer establishes or reserves socially beneficial jobs on the basis of an agreement with the employment office and fills them with job seekers, who cannot find work by other means. It concerns particularly job seekers, who receive increased care from the employment office as part of the work mediation efforts of the employment services (under Section 33 of the Employment Act).

Socially beneficial jobs (SBJ) incl. SE	2004	2005	2006	2007	2008
Number of jobs created	25,584	24,140	25,131	16,094	9,684

Number of persons placed to a job	25,010	25,129	25,417	16,706	9,987
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\*) SE – self-employment

### **4** Contribution to recruitment costs

This contribution can be granted by the employment office to an employer, who recruits a job seeker, to whom the employment office has devoted special increased care (Section 33 of the Employment Act).

### **4** Contribution upon a switch to a new business programme

This contribution can be granted by the employment office to an employer, who switches to a new business/production programme and, as a result, cannot guarantee work for its employees in the scope of the stipulated weekly working hours.

The contribution can be granted for a maximum period of 6 months as a partial compensation of the wage payable to the employees under the applicable labourlaw regulations. However, the monthly contribution per employee may amount to not more than one half of the minimum wage.

### Protected workshops

Protected workshops are workplaces created by an employer where at least 60% of the employees in FTE are disabled persons and which have been defined based on an agreement with the employment office. Protected workshops must be adapted for the employment of disabled persons with respect to their specific needs or, as appropriate, with respect to architectural barriers, sanitary facilities, etc.

### Protected jobs

Protected jobs are jobs created by an employer for a disabled person based on a written agreement with the employment office, which provides a contribution to that employer to create such protected job. The contribution is granted at the amount of the wage costs actually incurred by the employer for the disabled employees. This contribution covers also the payment of the health insurance and social security contributions, as well as the state employment policy contribution, which are to be paid by the employer from the employee's wage. The maximum contribution per disabled employee amounts to CZK 8,000.

The contribution agreement can also be signed between the employment office and a disabled person who decides to start a self-employment activity.

Number of persons included	2004	2005	2006	2007	2008
Protected workshops (PWS)	1,566	1,198	1,039	785	504
Protected jobs (PJ)	1,500	320	489	444	420
Protected jobs – SE of disabled citizens	70	74	78	55	50

### 4.2. Job Support under Investment Incentives

Investment incentives are generally aimed at supporting high-tech production and capital import, and are defined in Act No. 72/2000 Coll., on Investment Incentives, with the incentives coordinated by the MoLSA being defined in Act No. 435/2004 Coll., on Employment (Section 111).

Investment incentives can be granted to a legal or natural entity that can demonstrate its ability to meet the general requirements laid down by the Investment Incentives Act, as well as the special requirements laid down by the Employment Act or, as appropriate, by the Income Tax Act.

The target support regions, target groups of supported persons and the amounts of the support are determined in the Government Decree No. 515/2004 Coll., on Material Support for Creation of New Jobs and Material Support of Retraining or Training of Employees Within Investment Incentives, as amended by Government Decrees No. 578/2004 Coll., No. 338/2006 Coll. and No. 68/2008 Coll.

The currently applicable rules are defined in Act No. 159/2007 Coll. amending Act No. 72/2000 Coll., on Investment Incentives, as amended. Act No. 159/2007 Coll. amended, *inter alia*, Section 111 of the Employment Act, limiting the investment incentives granted under the coordination of the MoLSA solely to geographical areas where the unemployment rate is at least 50% higher than the average unemployment rate in the Czech Republic. An amendment of the government decree on the investment incentives arising from the act is currently under preparation.

### 4.3. Employment of Disabled Persons

This issue is governed by Act No. 435/2004 Coll., on Employment, as amended. The rights and duties arising from labour relations are covered by Act No. 262/2006 Coll., the Labour Code.

### **4** Obligation of employers to employ disabled persons

Employers are obliged to keep records of the employment of disabled persons. A 4% obligatory share of disabled persons has been defined for employers with more than 25 employees. This obligatory share can be fulfilled by the employers by employing disabled persons or by paying the respective amount to the national budget. The methods of fulfilment can be combined by the employer.

### **Work rehabilitation**

Work rehabilitation is designed to acquire and maintain a suitable job. Every disabled person is entitled to work rehabilitation, if he/she requests so at the competent local employment office at his/her place of residence. Persons, who are recognized as temporarily incapable of work, can also be included in work rehabilitation upon recommendation of their attending physician. An appropriate form of work rehabilitation is selected in the context of the disabled person's health condition, such as:

- Individual work rehabilitation plan;
- Motivation course;
- Special counselling on selecting a profession or on changing and maintaining a job, consisting in:
- Narrowing-down suitable professions in view of the person's disability,
- Proposing measures related to maintaining this person's job with the employer,
- Equipping this person's workplace, including special aids;

- Adapted training and retraining courses intended for disabled persons, with special needs as regards education and qualifications;
- Temporary employment, i.e. employment for a transitional period of time this tool is used particularly for disabled persons during their temporary incapacity for work;
- Supported employment consisting in finding a specific job for a specific person – based on an agreement between the employment office and the employer.

Preparation for work can also take place with the support of an assistant. In cooperation with the applicant, the employment office develops an individual work rehabilitation plan in order to target the assistance according to the person's needs.



Foto: MPSV

### 5. Eures

Since the accession of the Czech Republic to the European Union, the EURES (EURopean Employment Services) information service has been available at all employment offices in the Czech Republic, with the aim of facilitating the international mobility of labour force.

EURES is free of charge. It allows people who are interested in working in the EU/EEA/Switzerland, as well as employers who need to solve their recruitment difficulties to obtain information on available job vacancies and the living and working conditions in the particular countries of the EU/EEA/Switzerland, including the Czech Republic.

A team of 15 EURES advisors and a network of contact persons located at all employment offices across the Czech Republic (see contact details on p. 27) are active in the Czech Republic. They provide their clients with information on the possibilities of the EURES system and advise them on where and how they can obtain additional information. A database of job vacancies together with information on the working and living conditions is publicly available on the website <u>http://europa.eu.int/eures</u> and <u>http://portal.mpsv.cz/eures</u>.

### 5.1. Social system coordination among the EU member states

Free movement of persons across the national borders requires active measures in the social security field, since workers cannot be expected to go abroad if this would have a negative impact on their rights for benefits.

The department of foreign employment at the Ministry of Labour and Social Affairs of the Czech Republic is engaged in the development, update, functioning and coordination of the Czech social security system, as regards the unemployment benefits, with the social systems of other EU member states; its also ensures the function of the contact point to issue E 301 forms and prepares the underlying documents for the refund of unemployment benefits.

### 5.2. Employment and registration of EU citizens and foreigners in the Czech Republic

One of the major activities is cooperation in the preparation of legislation governing the employment of foreign citizens, the application of which affects the structure of the Czech labour market.



The department gives methodological guidelines to the employment offices as regards the employment of foreigners, such as guidelines relate to the issue/withdrawal of work permits and recruitment of employees from abroad, registration of EU citizens and foreigners, etc. Based on the data received, it prepares analyses and evaluates the development of the foreign employment

policy. It checks the compliance with the prescribed procedures, instructions and legal regulations applicable to foreign employment.



### Foreigners employed in the Czech Republic, by country as of 31 December 2008

### 5.3. Employment of Czech citizens abroad

Active cooperation with the **Federal Republic of Germany** takes place on the basis of an Agreement on mutual employment for the purpose of improving professional and language skills (the "Agreement") and on the basis of an Arrangement on the procedure for job mediation in Germany to interested Czech workers for a period of not more than four months during a year (the "Arrangement"). The Agreement is of a major importance as it allows young people from the Czech Republic to improve and enhance their current knowledge in the field they learned or studied at home, while also improving their language skills and getting acquainted with the common life, culture and work practice in our neighbouring country. The Arrangement applies mostly to auxiliary seasonal work in agriculture, forestry or gastronomy.

Similar cooperation takes with **Switzerland** based on the Agreement between the government of the Czech Republic and the Swiss Federal Council on the exchange of trainees. In the recent years, this possibility has been only scarcely used by our citizens, largely as a result of the opening of the labour markets of most European countries.

Since 2006, bilateral agreements with **Austria** have been in operation (Agreement on the exchange of employees for the purpose of improving their professional and language skills and Agreement on employment of citizens in border regions). This possibility is also used by the Czech citizens, although to a significantly lower extent.

An Agreement between the government of the Czech Republic and the government of **New Zealand** on work holiday programme entered into force on 1 September 2005; however, its practical implementation falls under the competence of the Ministry of Foreign Affairs of the Czech Republic. The main objective of this programme is to allow young people to go for a maximum one-year work-andtravel stay at the territory of the other country. An Agreement between the Czech Republic and **Canada** on facilitating temporary work stays for youth entered into effect on 1 October 2007. Also in this case, the agreement falls under the competence of the Ministry of Foreign Affairs of the Czech Republic. Both Canadian citizens in the Czech Republic and Czech citizens in Canada can make use of this agreement.

### 5.4. Fight against and Prevention of Illegal Employment of Foreigners in the Czech Republic

The increase in illegal employment of foreigners and the circumvention of legal regulations governing employment are the undesired trends of the last years.

The activities of the department include analytical handling of these issues, adoption of measures and recommendation of both legislative and non-legislative nature, cooperation with national and international institutions, and development of prevention tools to control and fight the phenomenon of illegal employment.



### 6. European Social Fund

This fund has been supporting thousands of projects throughout the Czech Republic for more than three years.

It is **European**, since it operates with funds allocated from the EU budget, while being fully administered by the ministries and governmental authorities of the Czech Republic. **Social** does not mean paying social benefits; it is mainly focused on employment support. Finally, it is not a **fund** by its nature because the ESF funds are usually provided in the form of a subsidy from the national budget or by similar means. Possibly the best description is given in the slogan used by both the European Commission and MoLSA to introduce ESF: "ESF invests in people and their future". It supports primarily projects aimed at improving the people's position on the labour market, employability or competitiveness through education and retraining, finding a suitable job, while ensuring equal opportunities and nondiscrimination. Photo: MPSV



### 6.1. Engagement of Employment Services in the Implementation of the European Social Fund in the Czech Republic

Employment services have been strongly participating in the use of the ESF funds during the previous programming period already, both under the Human Resources Development Operational Programme and under the Objective 3 Single Programming Document for the capital of Prague.

The individual forms of implementation – grant schemes, national and systemic projects were implemented at the level of the Employment Services Administration (nowadays the department of employment and labour market policy) under the Ministry of Labour and Social Affairs, as well as – and most importantly – at the level of employment offices and regions.

A total of ca. 1,377 grant projects, 52 national projects and 8 systemic projects were implemented during the previous programming period of 2004–2006. Together with the national budget resources, ESF has become an important source of funds to implement the national employment policy.

For this reason, the employment services engaged actively in the preparation of the new programming period as soon as during the development of the Human Resources and Employment Operational Programme and its Implementation Paper. They closely cooperated and cooperate with the Managing Authority in defining the implementation methodologies. The Human Resources and Employment Operational Programme focuses on activities related to the implementation of the European employment strategy. Its main mission is to develop employment, reduce unemployment, support social integration of people and equal opportunities, emphasizing the development of labour market and human resources, as well as to support institutional and administrative capacities of public administration and public services.

As the Department of employment and labour market policy at the Ministry of Labour and Social Affairs is aware of the importance of ESF, its first steps taken during the new programming period were aimed at implementing individual projects, at the level of both the Department of employment and labour market policy and the employment offices.



Photo: MPSV

### 6.2. National individual projects (NIP) Regional individual projects (RIP)

### Systemic individual projects (SIP)

NIP aim at implementing or complementing national policies and programmes (e.g. NIP focusing on the implementation of the particular AEP measures adopted at the level of the Department of employment and labour market policy, with the participation of employment offices); **regional individual projects (RIP)** focus on specific fields with a regional dimension, which are presented at the level of the respective regions (RIP submitted by the employment offices to deal with the regional specificities of the labour market ensure individual approach to the clients of the employment offices in their integration on the labour market); **systemic individual projects (SIP)** focus on the development of national policies and programmes and on upgrading, expanding the capacity and the quality of the public services offered, on the development of new systems or the adaptation and streamlining of the existing systems, and their introduction in practice (such as projects aimed at the development of employment services). At present, three national individual projects have been approved for implementation by the Managing Authority of the Human Resources and Employment Operational Programme, focusing on four measures under the active employment policy – socially beneficial jobs, publicly beneficial work, retraining and counselling for regional individual projects, which will be submitted by the employment offices under the support area 2.1 Reinforcement of active employment policies and the support area 1.2 Increasing the adaptability of employees from restructured businesses.

The implementation of the individual projects will be followed by grant projects. The Department of ESF programme implementation as the Intermediary Body coordinates three global grants – in the support areas 1.2 Increasing the adaptability of employees from restructured businesses, 2.1 Reinforcement of active labour market policies, and 3.3 Integration of socially excluded groups to the labour market, all under the Human Resources and Employment Operational Programme.

In addition to the aforesaid activities, the Department of employment and labour market policy also acts as the practical coordinator in the support areas 1.1 Increasing the adaptability of employees and the competitiveness of businesses, and 3.4 Equal opportunities for men and women on the labour market and reconciliation of work and family life, both under the Human Resources and Employment Operational Programme, where the Department participated in the development of the texts for the relevant parts of the operational programme.

### 7. Electronic Labour Market on the Molsa Integrated Portal – Corner Stone for Efficient Employment Services

The development of the MoLSA Integrated Portal started at the beginning of 2004. The fundamental objective behind the development of this electronic media was to create an efficiently functioning labour market and to provide relevant information concerning the Czech and the European employment, as well as to provide a comprehensive overview of social services.

The popularity of the MoLSA Integrated Portal among the users is also documented by the portal access statistics. Within 4 years, the visits have jumped approximately 12 times from 1 million viewed pages per month in January 2005 to 12.3 million in January 2009.



MoLSA Integrated information portal access statistics for 2005– 2009 – number of pages viewed per month

In accordance with the global standards, the most interesting part of the clients is the section concerning employment, in particular information on job vacancies, which account for 60 percent of the visits:



### 7.1. Most interesting applications at the MoLSA Integrated Portal

#### What to do in case of job loss

http://portal.mpsv.cz/sz/obcane/navod

An exhaustive set of questions and answers is available to the clients, guiding them through the period when they look for work and giving them exact instructions for the steps to be taken at the employment office. The clients can also obtain a general picture about the amount of the unemployment benefit.

#### **4** Search for job vacancies

#### http://portal.mpsv.cz/sz/obcane/vmjedno

The system also offers a unique possibility to search for job vacancies based on the time required for commuting to work by public transport. Information on the necessary commuting time as well as the number of vehicle/line changes and the ticket price is available for every such vacancy.



### Information on how to correctly draft a professional curriculum vitae and an application to help the clients draft such CV

The client is guided by the application so that the final structure of his/her professional curriculum vitae corresponds to the requirements of employers on the Czech market. The drafted CV can be saved and printed by the client or, if desired, published in a job-seeking advertisement.

#### **4** Possibility to advertise job interest

https://portal.mpsv.cz/sz/obcane/inzerat

A job-seeking client should actively search for work. Advertising his/her job interest to the potential employers can be one of the suitable ways to do so. Advertisements on the MoLSA Integrated Portal are designed specifically for this purpose.

### **EURES**

### http://portal.mpsv.cz/eures

– Information on the labour markets of the individual EEA countries and Switzerland, including the available job vacancies in these countries.

### 7.2. Employer – client of the employment office

Employers have the possibility to consult the employment office on the availability of workers with the required qualifications. Based on an agreement, the employment office may provide counselling for the employer also through expert institutions, such as pedagogical-psychological consulting centres and balancediagnostics offices.

#### Entry of job vacancies

#### http://portal.mpsv.cz/sz/zamest/udrzbavm

The employers have already become used to this application allowing them to enter job vacancies in the system according to their needs. At the same time, they can closely monitor the interest in their vacancies by job seekers and the development of their interest in time. Information on the average income in the respective professions, including by regions, is also available.

#### Green cards

#### http://portal.mpsv.cz/sz/zahr\_zam

Applications for green cards as well as full information service on the related issues are available to employers and citizens of the countries, to which green cards are issued.

It is interesting to note that the portal can "speak" also other languages than Czech. Information can also be obtained in English, Russian, Ukrainian, Romanian, Moldavian or Mongolian language. Basic information on available job vacancies in the Czech Republic is also available in English and Ukrainian.

### 8. Contact Details



### List of EURES advisors

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<b>EO BLANSKO</b> Vodní 1992/9 678 01 Blansko 1	950 103 111	<b>EO JIČÍN</b> Havlíčkova 56 506 01 Jičín 1	493 580 249
EO BRNO - MĚSTO Křenová 111/25 602 00 Brno 2	543 517 111	<b>EO JIHLAVA</b> Brtnická 2531/21 586 01 Jihlava 1	567 128 111
EO BRNO - VENKOV Šujanovo nám. 302/3 602 00 Brno 2	543 160 332	EO JINDŘICHŮV HRADEC Janderova 147 377 01 Jindřichův Hradec 1	950 124 111
<b>EO BRUNTÁL</b> Květná 1457/64 792 01 Bruntál 1	554 705 111	EO KARLOVY VARY Svahová 1170/24 360 01 Karlovy Vary 1	353 239 511
EO BŘECLAV	950 107 111	<b>EO KARVINÁ</b> tř. Osvobození	950 126 111

Fintajslova 1976/7   1388/60a     690 02 Břeclav 2   735 06 Karviná 6     EO CHEB   354 565 111     Svobody 207/52   354 565 111     350 02 Cheb 2   354 565 111     EO CHOMUTOV   272 01 Kladno 1     Cihlářská 4107   474 638 211     Krameriova 180,   376 349 1     430 03 Chomutov   369 613 211     EO KOLÍN   Kutnohorská 39     90 1 Klatovy 1   321 613 60	11
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EO ČESKÁ LÍPA EO KROMĚŘÍŽ	
Paní Zdislavy 419/6 487 882 111 Erbenovo nábř. 4251 573 311 1	11
470 01 Česká Lípa 1 767 01 Kroměříž 1	
EO ČESKÉ EO KUTNÁ HORA	
BUDĚJOVICE Benešova 70/2	
Klavíkova 1570/7 387 709 111 284 01 Kutná Hora 1 950 131 1	11
370 04 České	
Budějovice 4	
EO ČESKÝ KRUMLOV 200 202 999 EO LIBEREC	
Věncova 248 380 303 888 Dr M Horáková 580/7 950 132 1	11
380 303 851 460 01 Liberec 1	
EO DĚČÍN EO LITOMĚŘICE	
Březinova 442/1 412 708 111 Michalská 259/12 416 713 1	11
405 02 Děčín 2 412 01 Litoměřice	
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Msgre B Stačka 265 3/9 / 39 UII Bostolopitská 2664 415 634 1	11
344 01 Domažlice 1 379 724 698 440 01 Louny 1	
EO FRÝDEK - MÍSTEK EO MĚLNÍK	
Na Poříčí 3510 950 113 111 Nová 204/3 315 639 9	11
738 01 Frýdek-Místek 1 276 01 Mělník	
EO HAVLÍČKUV BROD EO MLADÁ	
Jihlavská 42 BOLESLAV	
580 01 Havlíčkův Brod 1 950 114 111 Jaselská 292 326 747 2	11
293 01 Mladá	11
Boleslav 1	
EO HODONÍN EO MOST	
Lipová alej 3846/8 518 301 111 tř. Budovatelů 1989 476 440 6	11
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EO HRADEC KRÁLOVÉ EO NÁCHOD	
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Mgr. Šrámka 1030/8 950 139 111 Palackého 162, Střed, 950 158 1	ΤŢ
741 01 Nový Jičín 1 337 01 Rokycany 1	
EO NYMBURK EO RYCHNOV N/	
Dělnická 402/4	
288 02     Nymburk 2     325 510 911     Štemberkova 1433     950 159 1	11
516 01 Rychnov	
n/Kněžnou	
OLOMOUC EO SOKOLOV	
Vejdovského 988/4 950 141 111 Jednoty 654, 352 327 2	11
779 00 Olomouc 9 356 01 Sokolov 1	

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EO OPAVA			
Bochenkova 2712/4	553 608 111	Textiláků 393	950 162 111
746 01 Opava 1		386 01 Strakonice 1	
EO OSTRAVA		EO SVITAVY	
30.dubna 3130/2c	950 143 511	Bezručova 2055/13	461 544 511
702 00 Ostrava 2		568 02 Svitavy 2	
EO PARDUBICE		EO ŠUMPERK	
Boženy Vikové-Kunětické		Starobranská 2700/19	
2011; 530 02 Pardubice	466 751 111	787 01 Šumperk 1	950 164 111
2		767 01 Sumperk 1	
EOPELHŘIMOV		EO TÁBOR	
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Kaplířova 2731/7	377 411 111	Vrchlického 3175	417 552 111
301 00 Plzeň 1	<i>,,</i> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	415 01 Teplice 1	.1, 552 111
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EO Praha hl. m.		EO ÚSTÍ NAD LABEM	
Domažlická č.p. 1139/11	221 921 111	Dvořákova 1609/18	474 728 411
130 00 Praha 3	221 921 111		474 728 411
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