This guide applies to Czech citizens only

**WHAT TO DO IF YOU LOOSE YOUR JOB?**

We are aware of the fact that loosing a job is a difficult situation. People try to find a new job as soon as possible but sometimes they are not sure what steps to take first. We would like to offer you basic information what needs to be done in case of employment termination resulting from organizational reasons:

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<th>QUESTION:</th>
<th>ANSWER:</th>
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<td>You received employment notice or signed termination agreement due to organisational reasons. What steps do you need to take if you want to register at Labor Office?</td>
<td>Before the notice period is due, you can ask any labor office for filing you to the register of job applicants. When you do so, you will be informed by the labor office about suitable job opportunities then. After the notice period is over ask respective labor office at your permanent residence place for arranging a job via filling in the application: Žádost o zprostředkování zaměstnání. It can be filled electronically as well. The advantage of electronic version is that you can use the filled-in data for example for applying for unemployment benefit (Žádost o podporu v nezaměstnanosti). If both applications are completed correctly, a bar code will appear on the application when printing it.</td>
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<td>Do you have to visit Labor Office personally? Till when?</td>
<td>You will be added to the register of job applicants from the date you deliver the above mentioned application for arranging a job. If you apply for arranging a job latest by 3 working days after your last working day, you will be added to the register of job applicants effective from the day following your last working day. (Example: Your employment contract finished on 31st July, you should go to labor office for registration between 1st August and 3rd August. If both days are public holiday or weekend the period will be extended for those days. If 2nd August is Saturday and 3rd August Sunday, you can register till Tuesday 5th August but in the register you will be tracked as from 1st August.) Applications for arranging a job must be delivered personally, it is not possible to send them via regular post or via other electronical channels. This is given by the slaw.</td>
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| What documents labour office requires you to bring with you? | a) valid ID („občanský průkaz“)  
b) employment notice / agreement from your last employer  
c) employment confirmation („zápočtový list“ - provided by payroll)  
d) confirmation about average income or retirement insurance registration letter ( „evidenční list důchodového pojištění“ payroll will provide).  
Payroll department contact: payroll.czechia@hp.com |
| For how long can you receive unemployment benefits? | The period is set up as following:  
a) till age of 50 = 5 months |
| **Who will pay for you health and social insurance?** | b) age from 50 till 55 = 8 months  
c) over age of 55 years = 11 months  

For the time you are registered at labor office, health insurance will be covered by the state.  

Social insurance will not be covered, only the time you are registered in the register of job applicants will be counted for retirement purposes and for the time you are eligible for unemployment benefit, plus for maximum of another 1 year you are not further eligible for unemployment benefit. |
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<td><strong>Is it possible to receive unemployment benefit and make some extra money?</strong></td>
<td>No, this is not allowed. You cannot earn any money if receiving unemployment benefit.</td>
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</table>
| **How to find out what labor office to visit and what are the opening hours?** | The labor office at your permanent residence place. You can find a list of all labor offices including opening hours at the portal of Ministry of Labor and Social Affairs:  
http://portal.mpsv.cz/sz  
You can call the contact center at 844844803.  |
| **You do not want to go to labor office. What are the consequences?** | You have to pay health insurance on your own. Within 8 working days after the end of your last employment contract you have to inform your health insurance company about the change of the remitter and the contribution amount. The minimal amount for 2012 is 1 697 CZK.  
Social insurance will not be paid for you but it is not required. But the time you will be unemployed and without being registered at labor office will not be counted for retirement purposes. |

More information can be found here:  
http://www.mpsv.cz/cs/8229  
http://portal.mpsv.cz/kontakty  
http://portal.mpsv.cz/sz/obcane/navod#k1 (in Czech only)  
http://portal.mpsv.cz/sz/obcane/formulareobcana  

HOW TO CREATE YOUR CV:  
In case you need help with creating/updating you CV, please contact colleagues from Staffing department, they offer you help and consultation:  
- Marta Blachnik (marta.blachnik@hp.com)  
- Dorothy Stankušová (dorothy.stankusova@hp.com)  

OTHER PLACES WHERE TO FIND JOB APART FROM LABOR OFFICE:  
Most visited job portals in CZE:  
- http://www.jobs.cz/  
- http://www.prace.cz/  
- http://www.monster.cz/  

We are aware that this situation is neither simple nor positive for you but it is important to be active in solving it. Maybe you find an inspiration and encouragement in the book dealing with life changes: “Who moved my cheese?”  
Author: Spencer Johnson.  

We wish you lot of success in finding a new job. In case of any questions do not hesitate to contact us.  

HR Team