



Zavod Republike Slovenije  
za zaposlovanje

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Employment Service of Slovenia  
Contact Centre

Number:  
Date:  
Form: BO/1

**ENTRY  
ON THE REGISTER OF  
UNEMPLOYED PERSONS**

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**1. Name:** \_\_\_\_\_ **2. UNIQUE PERSONAL IDENTIFICATION NUMBER:** \_\_\_\_\_

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**2. Surname:** \_\_\_\_\_ **4. CITIZENSHIP:** \_\_\_\_\_

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**5. 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

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**6. 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 member of the family, 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: |\_|\_|\_|\_|\_|\_|\_|\_|\_|

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**7. I hereby state that:**

	YES	NO
I am employed.	<input type="checkbox"/>	<input type="checkbox"/>
I am self-employed.*	<input type="checkbox"/>	<input type="checkbox"/>
I am retired.*	<input type="checkbox"/>	<input type="checkbox"/>
I am a shareholder and at the same time a manager of a personal and capital company or a founder and at the same time manager of an institution.*	<input type="checkbox"/>	<input type="checkbox"/>
I hold the status of a farmer.*	<input type="checkbox"/>	<input type="checkbox"/>
I have the status of pupil, apprentice, student, or adult education participant.	<input type="checkbox"/>	<input type="checkbox"/>
I am temporarily incapable to work.*	<input type="checkbox"/>	<input type="checkbox"/>
I am applying due to the exercise of the right from the unemployment insurance.	<input type="checkbox"/>	<input type="checkbox"/>
I am a foreigner.	<input type="checkbox"/>	<input type="checkbox"/>

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

**For the entry in the register, the following documentation needs to be submitted:**

1. Personal identification document with a photograph;
2. Certificate or diploma of acquired education;
3. Decision on the recognition of a foreign certificate of education for employment purposes.

**LEGAL NOTICE:**

Conditions for the entry in the register of unemployed persons are determined in Article 8 of the Labour Market Regulation Act (Official Gazette of the Republic of Slovenia, Nos. 80/2010, 40/2012 - ZUJF, 21/2013, 63/2013, 63/2013 - ZIUPTDSV, 100/2013, 32/2014 - ZPDZC-1, 95/2014- ZIUPTDSV-A, 47/2015 – ZZSDT; hereinafter referred to as: ZUTD) and Article 8 of the Employment and Work of Aliens Act (Official Gazette of the Republic of Slovenia, No. 47/2015). By signing, I declare that the information provided in the application form is correct and true. I am aware that submitting false information on fulfilment of conditions for obtaining the status of unemployed person results in the removal from the register of unemployed persons, loss of the right to unemployment benefit payment, and the loss of other rights acquired based on the status of unemployed person.

Application filed on:

Signature of the applicant:

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**Explanations for completion of the form:**

Item 2.	Unique personal identification number from a valid document issued in the Republic of Slovenia.
Item 4.	Citizenship from a valid personal identification document.
Items 5 and 7.	Permanent residence or/and address of availability in the Republic of Slovenia.
Item 6.	This information needs to be provided if a foreigner from countries of the EU, EEA, and Swiss Confederation or a member of the family, who does not yet have a determined personal identification number (EMŠO), so that the Service may obtain it ex officio.
Item 8.*	<p>*A self-employed person is a person who performs the activity:</p> <ul style="list-style-type: none"> <li>• as sole trader individual,</li> <li>• who by personal work independently performs an artistic or other cultural activity,</li> <li>• who independently performs an activity in the field of healthcare, social security, science, or</li> <li>• a private veterinary activity,</li> <li>• who performs a lawyer or notary activity,</li> <li>• who performs a clerical activity or other religious service.</li> </ul> <p>*A managing person in a personal company is:</p> <ul style="list-style-type: none"> <li>• a manager who is a member of a company with unlimited liability,</li> <li>• a manager who is general partner in a limited partnership.</li> </ul> <p>* A manager in a one-person company with limited responsibility is a managing person who is the sole member of the company.</p> <p>* A managing person of an institution is a manager, who is the founder of the institution.</p> <p>* The status of farmer means that the person performs an agricultural activity and is in a compulsory or a voluntary manner included in the pension and disability insurance according to the provisions governing the pension and disability insurance.</p> <p>* A person capable of working is a person from the age of 15 to 65 years who is not subject to a complete inability of work according to the provisions on the pension and disability insurance or to an un-employability according to the provisions on vocational rehabilitation and employment of disabled persons.</p> <p>* A retired person is a person who receives a pension according to the regulations of the Republic of Slovenia or a foreign carrier of retirement insurance (recipients of old-age, disability, and permanent widow's pension).</p>

**I. MY OBLIGATIONS ARE:**

**I am willing to accept an adequate or suitable employment offered by the Service.**

**I will actively look for employment in the following ways:**

- I will follow the posts for job vacancies related to the agreed employment objectives and the migration area on the notice board or the website of the Service on a daily basis.
- I will promptly apply for available job vacancies in accordance with the employment objectives and note that in the Employment Journal and/or supervise in another agreed way and I will keep the copies of applications or other proof of active employment seeking, defined in the fourth paragraph of Article 42 of the Rules on registration and deregistration from records, employment plan, rights and obligations during employment seeking, and control of persons registered in the registers (Official Gazette of the Republic of Slovenia, No. 106/2010 with amendments; hereinafter referred to as: **the Rules**),
- I will respond to referrals of the Service and will timely apply for job vacancies and note this in the Employment Journal or in another way agreed with the counsellor,
- I will attend employment interviews upon the invitation of the employer, the Service, or other executors of measures and note that in the Employment Journal or in another way agreed with the counsellor.

**I will timely report the Service on the reasons for exemption from active employment seeking:**

- due to personal and other reasons, according to Article 44 of the Rules (e.g. leave, anticipated sick leaves, military service, and other), **prior to the occurrence of the reason;**
- due to incapacity for work, death, illness, care for a family member, and other legitimate reasons (for the nature of which previous agreement was not possible), for which I will submit the relevant evidence **within 8 days after the reason ceases to exist.**

**According to the law, I will inform the Service on any changes of the following data:**

- Change of address of availability, **within 3 days;**
- acquisition of the status of an adult education participant - under the age of 26 years, pupil, apprentice, or student, and other data which may influence the status of unemployed person and the rights and obligations of this address, **within 3 days;**
- data on the facts that influence the acquisition, assessment, or payment of the benefit (in particular on receiving labour-related income).

**I will comply with the agreements of the Employment plan (EP) and report to the Service according to the agreed deadlines or within 15 days after the expiry of the deadline for the implementation of the last agreed activity, determined in the EP.**

I am aware of the fact that:

- The Service terminates the registration of the person from the register of unemployed persons or the register of persons included in active employment programmes if the person is not an active job seeker, except if they are exempt from this obligation by the employment plan, and in all other cases according to Article 129 of the **Labour Market Regulation Act** (Official Gazette of the Republic of Slovenia, No. 80/2010 with amendments; hereinafter referred to as: ZUTD) and the **Rules**,
- the right to unemployment benefit ceases to apply in cases from Article 65 of ZUTD.

**II. COMPENSATION OF COSTS FOR ACTIVE EMPLOYMENT SEEKING**

**Based on my provided relevant evidence, the Service will twice a month recognise and pay me the compensation for costs arising from:**

- the response to a referral from the Service or attendance of an employment interview upon the invitation from the Service;
- participation in employment interviews for vacancies upon the invitation of the employer, according to the agreed employment objectives, determined in the employment plan (hereinafter referred to as: EP), which are not located further than three-hours' drive from the place of my residence in both directions by public transport;
- participation in employment interviews for vacancies upon the invitation of the employer, according to the agreed employment objectives, determined in the EP and the migration of employment seeking;

- for other activities, related to employment seeking, which will be determined in the EP in the amount of up to € 30 per month.