

How to register in a Poviát Labour Office as a jobseeker?

Data publikacji: 29.09.2019 Data modyfikacji: 29.09.2019 Departament Rynku Pracy MRPiPS

If you want to hold a jobseeker status, you can:

1. go to one or more selected Poviát Labour Offices;

or

2. use a simplified electronic registration in the Labour Office addressed to anyone having access to the Internet. The registration entails filling in the electronic application for registration as a jobseeker, available on praca.gov.pl, sending it to the competent Poviát Labour Office and making an appointment in the Office to submit any required documents and confirm correctness of the submitted information personally.

After the information is submitted, the Labour Office appoints the meeting, no later than 7 business days, to deliver all the documents required for registration and to register. If you do not attend the appointment made by the Office, the submitted information will be deleted from the Labour Office's IT system.

You will receive the jobseeker status on the day when you come to the Poviát Labour Office, confirm the submitted information with your hand-written signature and make a statement that the submitted information is true and that you have got acquainted with the conditions of retaining the status in the presence of an employee of the Poviát Labour Office and under the pain of penal liability for making untrue statements;

or

3. use fully electronic registration in the Labour Office. The registration entails filling in an electronic application for registration as a jobseeker available on www.praca.gov.pl, enclosing all scanned documents required for the registration to the application, attaching a safe electronic signature, verified using a valid qualified certificate, or a signature confirmed with an ePUAP trusted profile, to the application and enclosures and sending the application with enclosures to the competent poviát Labour Office.

You will receive the jobseeker status on the day when you submit the application using the electronic registration system, having attached one of two safe signatures acceptable at present to the application and the scanned documents and data accuracy statement enclosed thereto, and having got acquainted with the status retention conditions.

NOTE: If you are registered as an unemployed, you will not be able to register as a jobseeker in the same Labour Office in the period when you hold the unemployed status.