

## What happens if I lose my job?

In the table you can see what to do if you become unemployed. Something is common to everyone but there are also differences, depending on whether you are a member of an unemployment insurance fund or not.

	<b>Everyone</b>	<b>If you are a member of an unemployment insurance fund</b>	<b>If you are not a member of an unemployment insurance fund</b>
<b>Step 1</b>	Report yourself jobless on the first day you are unemployed.	Report yourself jobless on the first day you are unemployed at the unemployment insurance fund. You will only be entitled to unemployment benefit after you have done this.	Report yourself jobless on the first day you are unemployed at the local authorities' offices. You will only be entitled to cash benefit or "starthjælp" - a new form of introductory benefit (see the terminology list)
<b>Step 2</b>	Turn up at the unemployment insurance fund or at the Job Centre, dependent on whether you are a member of an unemployment insurance fund or not.	Report yourself jobless on the first day you are unemployed at the local authorities' offices. You will only be entitled to cash benefit or "starthjælp" - a new form of introductory benefit (see the terminology list) Go to your unemployment insurance fund bringing: <ul style="list-style-type: none"> <li>• Your unemployment certificate</li> <li>• An unemployment statement or absence certificate, (a form you will be given at the Job Centre)</li> <li>• A written notice</li> <li>• Your tax card</li> <li>• Your salary statements for the past 14 months</li> <li>• Your bank information – bank registration no. and account no.</li> </ul>	If the local authorities do not deem you ready for the labour market, they will help you to find out what you have to do in order to become so.  If the local authorities deem you ready for the labour market, you must go to the Jobcenter and move on to step 3.
<b>Step 3</b>	Prepare a CV to be entered into the <a href="#">Job Net</a> database. This must be done at most one month after you become unemployed. You are the one who has to write the CV and you are the one who has the responsibility for entering the information in it. You must also check if any companies have contacted you, because they have seen your CV. At the web site, you will be able to see the current	You can get assistance for writing your CV at the Jobcenter or in your unemployment insurance fund.	You can get assistance for writing your CV at the Jobcenter or at the local authorities' offices.

	<p>openings. There are new ones coming in every day, so it is important that you visit the job net often. If you have been unemployed before and have therefore already made a CV, you just need to update the old one.</p>		
<b>Step 4</b>	<p>No later than one month after you have become jobless, you must go to an interview about your CV and your job seeking. You must appear at the interview in person, After this, you will be called in for an interview with the Jobcenter at least once every three months until you have found a new job. However, the Jobcenter may contact you more often than that, if they deem it necessary.</p>	<p>You must consult the Jobcenter about your CV and job seeking.</p>	<p>You must consult the local authorities about your CV and job seeking.</p>
<b>Step 5</b>	<p>You have the right to an activation offer 12 months after you have become unemployed. At the same time, you have an obligation to take the offer for job activation that you get. You may have a job plan worked out for you when you become unemployed. Prior to an activation offer, a job plan must be made. If you do not find work after having completed an activation job from the Jobcenter, you have the right and the obligation to take a new offer when you have been unemployed for 6 to 12 months.</p>	<p>If you are under 30 or more than 60 years old you have the right and the duty to have an activation offer already after six months of unemployment, You can ask your trade union branch or insurance fund for help if you need more information or guidance.</p>	<p>If you are under 30 years of age<sup>3</sup> you have the right and the duty to have an activation offer after just 13 weeks of unemployment.</p>
<b>Step 6</b>	<p>Once you find a new job, you must cancel your registration at the Jobcenter. You can do so at the Job Net or by using the deregistration card that you will have received upon your registration. You can also call the Jobcenter or go there to deregister. You can also deregister if you have been ill for a period of time exceeding two weeks</p>		<p>If you have not been in contact with the Jobcenter? You must inform the local authorities that you have found a job.</p>