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| **§70***Office stamp* | **Central Office of Labour, Social Affairs and Family** | *Barcode* |
| **Office of Labour, Social Affairs and Family** |
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| NP Name | Don't lose your job – Educate yourself |
| Code ITMS2014+ | 312031BMG1 |
| APPLICATION FOR THE PROVISION OF EDUCATION ALLOWANCE FOR THE JOB APPLICANT pursuant to Section 54 (1)(d) of Act No. 5/2004 Coll. on employment services and on amendments to certain acts as amended (the “application”), *valid from 16 February 2023* |
| *PART − – to be completed by the job applicant* |
| *All items in the application are mandatory (unless stated otherwise) and must be filled in correctly* |
| **Job applicant** |
| Surname | Name | Title |
|  |  |  |
| Permanent residence – address (municipality) | Street, number | Postal code |
|  |  |  |
| Correspondence address[[1]](#footnote-1) (municipality) | Street, number | Postal code |
|  |  |  |
| Personal ID | E-mail | Phone |
|  |  |  |
| **The highest level of education achieved** |
| [ ] \* (10) incomplete primary education | [ ] \* (14) complete secondary vocational education (graduation) | [ ] \* (18) university (2nd degree) |
| [ ] \* (11) primary education | [ ] \* (15) complete secondary general education (grammar school) | [ ] \* (19) university (3rd degree) |
| [ ] \* (12) lower secondary vocational education | [ ] \* (16) higher vocational education | [ ] \* (n/a) unspecified |
| [ ] \* (13) secondary vocational education (school-leaving certificate) | [ ] \* (17) university (1st degree) |
| **Required education** |
| Name |
|  |
| **Targeted profession after completing the required education** |
| Name |
|  |
| **Current profession[[2]](#footnote-2)** |
| Name | Brief description of work activity |
|  |  |
| **Application justification**  |
| **Outline for justification** *(comment on the first 4 points of the outline is* ***mandatory****)* |
| 1. *Explain how the required education (in relation to the targeted profession you plan to pursue after completing the selected education) will help you employ/stay on the labour market, or better adapt to changes in the labour market, and also describe how your position on the labour market could be jeopardized specifically in connection with the targeted profession, if you did not complete the required education.*
 |
| 1. *Describe the connection between the required education and your targeted profession (how specifically you will use the knowledge gained through the required education in the performance of your targeted profession and what specifically you will do in the performance of the targeted profession).*
 |
| 1. *Describe the connection between your targeted profession and the current situation on the labour market (where you specifically can be employed on the labour market – indicate a specific employer and the position in which you could be employed with them – if your targeted profession is identical to the current one, indicate only a specific employer).*
 |
| 1. *Describe the specific prerequisites that you believe you have for the performance of your targeted profession (prerequisites can include your abilities, transferable skills, education, experience or personal prerequisites, i.e. character traits).*
 |
| 1. *Include anything else that you consider relevant to your particular situation and necessary to be mentioned in this context.*
 |
| 1. *If your required education is related to the field of shortage professions, digitization and automation or green economy, please describe this connection, or submit a relevant document proving the connection.*
 |
| **Supporting document for the application**  |
| The supporting document should indicate the connection of the required education with the needs of the labour market:[ ]  **connection with the field of shortage professions/digitization and automation/green economy** * the job applicant **can prove** with a document that can be attached in paper form, or a link to the relevant web portal can be provided below:

 [ ] \* paper document *or* [ ] \* link *(insert link)*: ***or*** [ ] **connection with a profession that is currently in demand on the labour market** * the job applicant **must prove** with one of the following documents:

[ ] \* advertisement *(must be attached in paper form and must be current as of the date of application; it can be an advertisement published in print media or on official platforms offering vacancies, e.g. www.sluzbyzamestnanosti.gov.sk, www.profesia.sk, www.kariera.sk etc.),*[ ] \* a promise from the employer for employment in a job position identical to the targeted profession *(the promise cannot be made earlier than 15 calendar days before submitting the application),*[ ] \* the list of vacancies published by the Office of Labour, Social Affairs and Family *(the list must include the targeted profession in which the job applicant wants to apply after completing education),* [ ] \* other relevant document proving the possibility of employment on the labour market. |
| **IT Fitness Test[[3]](#footnote-3)** *(optional item)* |
| [ ] \* attached to the application | [ ] \* not attached to the application |

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| **Statutory Declaration**  |
| 1. The required education takes into account my individual needs to increase the prerequisites for better employment on the labour market, and if I am an employee, this education is not conditioned by the requirement of my current employer.
 |
| 1. In the same period in which I will participate in the required education, I will not participate in the same or similar educational activities/measures within the framework of another project with financial support from public sources (from the European Social Fund or another financial mechanism within the European area or the state budget of the Slovak Republic ), or for which other public funds will be allocated (e.g. on the basis of an individual measure at the government level).
 |
| 1. When choosing the required education, I took into account the economy, efficiency and effectiveness of education expenses.
 |
| 1. The required education will be carried out within the territory of the Slovak Republic.
 |
| 1. I have read the Basic information on the education of job applicants within the framework of the national project Don't lose your job – Educate yourself, published on the website of the Central Office of Labour, Social Affairs and Family, and I accept its content.
 |
| **Advice**  |
| 1. I confirm the correctness and truthfulness of the data provided in this application; I am aware of the legal consequences of making a false statement about the facts mentioned in the previous paragraphs, according to Section 21 (1)(f) of Act No. 372/1990 Coll. on Offences as amended, including possible criminal consequences (Section 221 Fraud, Section 225 Subsidy fraud, Section 261 Damage to the financial interests of the European Communities of the Criminal Code No. 300/2005 Coll. as amended).
 |
| 1. I am aware that in the case of proving the false data provided in this application, the Office of Labour, Social Affairs and Family is obliged to recover an unauthorized financial contribution pursuant to Section 31 (1)(g) of Act No. 523/2004 Coll. on the Budgetary Rules of Public Administration and on Amendments to Certain Acts as amended with the subsequent sanction pursuant to Section 31 (6) of that Act.
 |
| 1. I agree that the data provided in the application will be used and processed in the information system of the Central Office of Labour, Social Affairs and Family and the relevant Office of Labour, Social Affairs and Family in accordance with the purpose for which they were provided under the Act on Employment Services.
 |
| 1. I am aware that there is no legal right to the education allowance of the job applicant, therefore this application will be assessed with a focus on verifying the fulfilment of the specified conditions, including the economy, efficiency, and effectiveness of the provision of the education allowance.
 |
| 1. I am aware that in order to receive an education allowance I must meet the conditions of Section 70 (7) and (8) of the Employment Services Act.
 |
| 1. I am aware that after the approval of this application and before starting education, I am obliged to conclude an agreement with the Office of Labour, Social Affairs and Family on the provision of an education allowance, which will contain the conditions for providing the requested allowance.
 |
| **Information on personal data protection** |
| I acknowledge that according to Article 5 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), personal data must be accurate and, where necessary, kept up to date; personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay; in case of provision of incorrect data by the data subject, the controller is not responsible for their incorrectness. The Central Office of Labour, Social Affairs and Family and the Office of Labour, Social Affairs and Family process the personal data of the job seeker in accordance with the Employment Services Act and further provides this personal data to public administration bodies. In case of any ambiguities, problems and questions, you can contact: ochranaosobnychudajov@upsvr.gov.sk. |
| **Date of completion of the application** | **Signature of the job applicant** |
|  |  |

*Annex 1a*

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| **Central Office of Labour, Social Affairs and Family** |
| Office of Labour, Social Affairs and Family...................................... |
| **d e c l a r a t i o n**  |
| **Job applicant**  |
| Name | Surname | Title |
| Permanent/temporary residence (street, city, postal code) **1** |
| Personal ID | E-mail | Phone |
| **I declare** that as of the date of application for the education allowance for the job applicant  |
| [ ]  **I do not operate or perform self-employment [[4]](#footnote-4)** |
| [ ]  **I operate or perform self-employment in the capacity of**[ ]  a partner in a business company[ ]  a managing director of a business company[ ]  a member of supervisory board of a business company[ ]  a member of the board of directors of a business company[ ]  an operator of a business activity under the Trade Licensing Act[ ]  an operator of a business activity under a special regulation[[5]](#footnote-5)[ ]  an operator of agricultural production under a special regulation[[6]](#footnote-6)[ ]  an operator of the activity of a temporary employment agency under Section 29[ ]  an operator of the activity of a supported employment agency under Section 58I also declare that I have not been fined for violating the ban on illegal employment in the two years prior to signing this declaration and that I have no registered unsatisfied claims of my employees resulting from the employment relationship.I have been assigned the following identification data**[[7]](#footnote-7)**:**Org. ID: Tax ID:** |
| I hereby declare that all the information provided in this statement is true, and in case of providing false information, I am aware of the legal consequences according to Section 21 (1)(f) of Act No. 372/1990 Coll. on Offences, as amended and Sections 221, 225 and 261 of Act No. 300/2005 Coll. of the Criminal Code, as amended.With my signature, I confirm that I am aware that in the case of proof of false information provided in this statement, I am obliged to return the financial contribution provided pursuant to Section 31 (1)(g) of Act No. 523/2004 Coll. on the Budgetary Rules of Public Administration and on Amendments to Certain Acts as amended with the subsequent sanction pursuant to Section 31 (6) of that Act. |
| Date | Signature of the job applicant |

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| APPLICATION FOR THE PROVISION OF EDUCATION ALLOWANCE FOR THE JOB APPLICANT *(valid from 16 February 2023)* |
| 1. ***PART*** − ***to be completed by the education provider***
 |
| **Education provider** |
| Legal entity (LE)/Natural person (NP)\* – Business name |
|  |
| LE registered office/NP place of business\* – Municipality | Street, number | Postal code |
|  |  |  |
| Org. ID | VAT payer[[8]](#footnote-8) | VAT ID[[9]](#footnote-9) | Tax ID |
|  | [ ] \*yes [ ] \*no |  |  |
| **I am interested in providing education for the job applicant**  |
| Surname | Name | Title |
|  |  |  |
| Permanent residence – address (municipality) | Street, number | Postal code |
|  |  |  |
| **Education specification** |
| Name |   |
| Form | [ ] \*in person | [ ] \*remotely | [ ] \*combined |
| Total scope (in hours) |  |
| Estimated start date  |  |
| Estimated end date  |  |
| Total maximum price of the course fee[[10]](#footnote-10) |  |
| Issued accreditation/certification/authorization/registration\* pursuant to the legislation valid in the Slovak Republic | Identifier (e.g. number, designation etc.) of the issued accreditation/certificate/authorization/registration\* |
| [ ] \*yes / [ ] \*no |  |
| Date of issue of the accreditation/certificate/authorization/registration[[11]](#footnote-11) | Date of expiry of the accreditation/certificate/authorization/registration[[12]](#footnote-12) |
|  |  |
| The accreditation/certificate/authorization/registration\* issued by |
| [ ] \* Ministry of Education, Science, Research and Sport of the Slovak Republic [ ] \* Ministry of Labour, Social Affairs and Family of the Slovak Republic [ ] \* Ministry of Interior of the Slovak Republic [ ] \* Other institution |
| *Indicate the name of other institution:* |
|  |
| Issued: [ ] \* accreditation [ ]  \* certificate [ ]  \* authorization [ ]  \*registration under special regulations  |

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| *Specify the special regulation (if relevant)* |
|  |
| *The provider is obliged to submit a legible copy of the accreditation/certificate/authorization/registration with the application. In the event that the provider was issued an electronic version of the relevant document, or if the validity of that document can be verified on a publicly available source, the provider is obliged to indicate this source (e.g. website and link).* |
| *Indicate the source where the document can be verified (if the document is not submitted in paper form)* |
|  |
| Issued authorization to provide[[13]](#footnote-13) |
| [ ] \* adult education[ ] \* extracurricular educational activities[ ] \* similar services involving adult education under special regulations valid in the Slovak Republic |
| *Specify the relevant type of services* |
|  |
| *Specify the authorization name* |
|  |
| *Specify the name of the special regulation pursuant to which the authorization was issued* |
|  |
| *The provider is obliged to submit a legible copy of the document with the application, proving that it has been issued the above authorization, which is valid.* * *The shall submit the authorization under a special regulation (statutes, etc.) to the application in the form of a legible copy, or shall indicate the source (e.g. website and link) where this document can be verified.*
* *Verification of the extract from the Trade Register/Business Register is carried out by the Office of Labour, Social Affairs and Family.*
 |
| *Indicate the source where the document can be verified (if the document is not submitted in paper form)* |
|  |
| *Enter the date of establishment of the authorization for the subject of business/registration of the subject of activity, etc., which is related to education*  |
|  |
| **Declaration of the education provider** |
| 1. I am confirming the 2nd part of this application of the job applicant at their request for the needs of the Office of Labour, Social Affairs and Family.
 |
| 1. I declare that the price of education indicated in the application is reasonable.
 |
| 1. I confirm that I have read the Basic information on the education of job applicants within the framework of the national project Don't lose your job – Educate yourself, published on the website of the Central Office of Labour, Social Affairs and Family, and I accept its content.
 |
| 1. I am attaching the following mandatory attachments to the application:
 |
| [ ] \* accreditation/certificate/authorization/registration, or source *(e.g. website and link)* where this document can be verified*or*[ ] \* authorization to provide adult education, extracurricular educational activities, similar services involving adult education *(if relevant)*, or source *(e.g. website and link)* where this document can be verified |
| [ ]  price survey/statement of non-implementation of a price survey on the prescribed form\* *(the form is available on the website of the Central Office of Labour, Social Affairs and Family as part of the document Basic information on the education of job applicants within the framework of the national project Don't lose your job – Educate yourself)* |
| [ ]  profile of an education graduate |
| **Date of issue** | **Authorized employee of the provider who issued the present confirmation** (title, name and surname) | **Stamp and signature** |
|  |  |  |
| **Phone** |
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1. Fill in if you are not staying at the place of permanent residence. [↑](#footnote-ref-1)
2. If you do not perform any profession, enter “I am not currently working” in the name field.

\* Select as appropriate. [↑](#footnote-ref-2)
3. Recommended attachment to the application, especially if the job applicant is interested in education in the field of digitization and automation. [↑](#footnote-ref-3)
4. Select as appropriate. [↑](#footnote-ref-4)
5. For example, Act No. 78/1992 Coll. on Tax Advisors and the Slovak Chamber of Tax Advisors as amended, Act No. 138/1992 Coll. on Authorised Architects and Authorised Civil Engineers as amended, Act No. 323/1992 Coll. on Notaries and Notary Activities (Notary Code) as amended, Act No. 199/1994 Coll. on Psychological Activity and the Slovak Chamber of Psychologists, as amended by Act No. 578/2004 Coll., Act No. 200/1994 Coll. on the Chamber of Restorers and the Execution of the Restoration Activity of its Members, as amended by Act No. 136/2010 Coll., Act No. 216/1995 Coll. on the Chamber of Geodesist and Cartographers as amended, Act No. 586/2003 Coll. on the Legal Profession and on Amending Act No. 455/1991 Coll. on the Business and Self-Employment Services (Business Licensing Act) as amended, Act No. 344/2004 Coll. on Patent Agents and on Amending Act No. 444/2002 Coll. on Designs and Act No. 55/1997 Coll. on Trademarks, as amended by Act No. 577/2001 Coll. and Act No. 14/2004 Coll. as amended, Act No. 442/2004 Coll. on Private Veterinary Surgeons, on the Slovak Chamber of Veterinary Surgeons and on Amending Act No. 488/2002 Coll. on Veterinary Care and on Amendments to Certain Acts as amended, Act No. 578/2004 Coll. on Healthcare Providers, Healthcare Professionals, Professional Organizations in the Healthcare Sector and on Amendments to Certain Acts as amended, Act No. 540/2007 Coll. on Auditors, Audit and Oversight of the Audit Performance and on Amending Act No. 431/2002 Coll. on Accounting as amended. [↑](#footnote-ref-5)
6. Sections 12a to 12e of Act No. 105/1990 Coll. on the Private Business of Citizens as amended by Act No. 219/1991 Coll. [↑](#footnote-ref-6)
7. Specify all Org. IDs and Tax IDs assigned to a natural person. [↑](#footnote-ref-7)
8. Exemption from value added tax according to Section 31 (1)(c) of Act No. 222/2004 Coll. on Value Added Tax, as amended, does not apply to the provision of education allowance for the job applicant. [↑](#footnote-ref-8)
9. To be completed only by a VAT payer [↑](#footnote-ref-9)
10. The VAT payer states the amount with VAT and the non-VAT payer states the amount that is final for him. [↑](#footnote-ref-10)
11. If the validity of the originally issued document was extended, the date on which the extension was confirmed is indicated [↑](#footnote-ref-11)
12. .Accreditation/certificate/authorization/registration must be valid until the latest date of completion of education (estimated date of completion + 30 calendar days)

\* Select as appropriate. [↑](#footnote-ref-12)
13. If it was stated above in the application that an accreditation/certificate/authorization/registration was issued, it is not necessary to prove the issuance of the authorization in this part of the application. [↑](#footnote-ref-13)