

Appendix to the labour market training application regarding permit card training

## Employer's certificate for Helsinki Employment Services

Before your employment or work try-out begins, we need a certificate from the employer that shows that completing a licence and card training course is a prerequisite for being hired. Please fill out all sections carefully to enable quick processing.

If necessary, the employer will contact Helsinki Employment Services to establish what training opportunities are available, after which the applicant will be given instructions for submitting a labour market training application via the Job Market Finland service. This certificate is appended to the jobseekers' labour market training application at Helsinki Employment Services. If the employment relationship has already begun, the person can no longer be selected for the training due to being employed.

### Employee's information

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Employee's municipality of residence: \_\_\_\_\_

Necessary licence or card training: \_\_\_\_\_

Upcoming work duties: \_\_\_\_\_

Period of validity of the employment relationship: ☐ Until further notice ☐ Fixed-term, duration: \_\_\_\_\_

Hours/week (minimum 4 h/week): \_\_\_\_\_ h/week

Start date of the employment or work try-out: \_\_\_\_\_

### Employer's information

A name: \_\_\_\_\_ Business ID: \_\_\_\_\_ Employer's municipality of residence: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Place and date: \_\_\_\_\_

Signature

Name in block letters: \_\_\_\_\_

Submit the certificate to Helsinki Employment Services by post or email. You can find the contact information of Helsinki Employment Services on the City of Helsinki website at: <https://www.hel.fi/en/business-and-work/employers>