

# Job offer

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

---

## What is a job offer?

**An offer** is an announcement made by an employer, free from any requirements infringing the rule of equal treatment in employment, as construed pursuant to the Labour Law provisions, in relation to at least one vacancy connected with employment or another paid work in a specific job or specialty to obtain help when looking for an appropriate worker.

**An appropriate job offer** is the employment or other paid work subject to social insurance, for the performance of which the unemployed holds sufficient qualifications or professional experience, or which they can do following prior training or vocational training of adults, and which their health enables them to perform, when the total time of going to the workplace and back using public transport does not exceed 3 hours, for the performance of which they earn a monthly gross remuneration amounting to at least the minimum remuneration for work prorated when compared to the full-time employment.

If you are a registered unemployed and the office has an appropriate job offer for you, you will be notified thereof by the Customer Advisor and you will be referred to the employer for an interview.

If you refuse to accept such a referral and the refusal is not grounded, you will be crossed off the Office register for the period stipulated in Article 33 of the Act on Employment Promotion and Labour Market Institutions, i.e. for 120 days for the first refusal, 180 days for the second refusal and 270 days for the third and subsequent refusals to accept the proposed appropriate job offer.

Please remember! After you have finished your interview with the employer, you are obliged to return the referral to the Office before the deadline appointed by it.

**Offer of other paid work** — an offer not meeting at least one requirement ascribed to the appropriate job offer (see above) is considered an offer of other paid work.

If the Office is not able to present an appropriate job offer to you, the Customer Advisor is obliged to notify you of possible employment based on an offer of other paid work. If you refuse to accept such a proposal, this will not result in crossing you off the unemployed register.

Your consent for issuing a referral for an offer of other paid work will result in your obligation to meet the employer and settle the referral after the meeting is finished before the appointed deadline.

## Types of job offers

The Labour Office accepts a job offer from an employer and announces it in public as an open or restricted offer.

**An open offer** is a job offer where the employer agreed to have it published with their contact details.

You can apply for an open offer to the employer yourself, as the contact details published by the employer are available to everyone without any limitations.

**A restricted offer** is a job offer where the employer made a reservation their details should be known to the Office and to those registered in it who will be referred to them by the Office in connection with the reported offer.

If you meet the requirements specified by the employer in the job offer, your Customer Advisor can refer you to the restricted offer.