



To apply for an unemployment benefit (WW-uitkering)

If you would like to apply for an Unemployment Benefit make sure you do this in time! You can start the procedure one week before the termination date of your contract. You should however apply **no later** than one week after your contract expires!

You can apply for an Unemployment Benefit (WW) through the internet: www.werk.nl or www.uwv.nl. The UWV is the organisation that deals with social insurances. Look for the button: **WW-uitkering aanvragen**. That will show you the way to the application form.

To access the site you will need a so-called *DigiD* (digital identity). A *DigiD* is an electronic tool that you can use to identify yourself online. In case you do not have a *DigiD* you can apply for one via www.digid.nl

Please note that the website as well as the application form are available in Dutch only. Make sure to get some help from someone who understands the language when applying. If necessary someone from the omscholingsregeling can assist you.

After you have clicked '**WW-uitkering aanvragen**' you will be able to apply for an Unemployment Benefit. You will have to fill in an online form, which is the actual application.

Part of the form has already been filled in with information that is already known about you. Your name, address etc. but also your working record.

If you have been working abroad in the past that information may be missing and you are offered a possibility to add that information or correct it when mistakes have been made. It is important to check this, because the number of years that one has been working (incl. work in other European countries) determines the length of your Unemployment Benefit.

To proof your employment record outside the Netherlands you will be requested to send in a so-called A1 form. You can get such a form online as well via: www.svb.nl

After completing the form, it takes a few weeks for the UWV to take a decision about granting the benefit. You will be informed of this decision in a letter or order, as it is called ('*beschikking*' in Dutch). You can always object to this decision if there is something you do not agree with.

If you wish to object, always contact one of the careers advisers of PDN. They will help you consider whether objecting is the wisest step and what the alternatives are.

An objection must always be made within a period of six weeks of the date of the letter! If you do not do so in time, the objection will be declared inadmissible.

Conditions during the WW period

If you are on Unemployment there are a number of conditions to be met.

First is that someone must be available for the labour market. You will have to indicate that you are actively looking for projects or a job. It is understood that a dancer does not find a job by writing

Important: this document was updated in July 2020. Always check with the Omscholingsregeling office or the careers adviser whether the information is still correct. The Omscholingsregeling will do its utmost to provide the correct information, but accepts no liability should the contents of this document become outdated due to current events.

application letters and therefore you can mention networking, auditions and exchanging ideas about projects as efforts to find work.

Important: although you may have started a new job you will have to fill in the *Income Form* for at least two months after you began to work again. This is particularly important in case the new job is for a limited period of time and you may have to fall back on Unemployment again!

During the period that you receive an Unemployment Benefit you will have to deal with two online forms. The first is the *Income Form*. This form has to be filled in every month, stating any work you may have done and any income earned from it.

NB: You must send this off every month, even if you have not earned any other income! Please note that the benefit will not be paid when you did not fill in the *Income Form*! When you fill in the *Income Form* too late, it will lead to a delay of payment and it can lead to a denial of the benefit!

You will receive a salary slip from the UWV called a specification

The second form is the so-called *Change Form*. This is to inform the UWV of any changes in your personal situation, such as a change of address or bank account number. Also to inform them when you have found a job.

The *Change Form* is also used for requesting holiday! People on benefit are entitled to 20 working days (= four weeks) of holiday per year while still drawing benefit.

When you are on Unemployment you will also be asked to fulfil a number of tasks. You will have to write a CV, read the Rights and Obligations when having a WW, indicate what kind of jobs you are looking for etc..

If you should get stuck with anything, just get in touch with one of the careers advisers of the Omscholingsregeling or take a look at www.uwv.nl. Unfortunately the UWV does not have the disposal of a website in English!

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