

Information sheet for applications for unemployment benefits

Please enter your personal details in the designated fields. It is important that you give the bank or post office account which is in your name.

Question	Comment
1	If you have already been unemployed within the past 2 years, give the name of the last unemployment fund.
2	The date of registration is important here. However, you will receive your benefit only after your employment has ended.
3	You will receive full unemployment benefits only if you are seeking a position whose hours (FTE/full time employment percentage) correspond at least to those worked in your last job. - If you are not seeking full-time employment, enter the preferred maximum number of working hours per week or the FTE percentage. If you have only lost part of your employment (reduction in working hours or one of several part-time jobs), you must enter the total hours of employment you are seeking, taking into account the hours worked in jobs you still hold.
4	If you are unable to perform your job fully for medical reasons, please enclose a medical certificate.
5	If your answer to this question is "YES", please enclose a copy with your application.
6	If your answer to this question is "YES", please enclose a copy with your application.
7	If your answer to this question is "YES", please enclose a copy with your application.
8	If your answer to this question is "YES", please enclose a copy with your application.
9	If your answer to this question is "YES", please enclose a copy with your application.
10	You can take out a loss-of-earnings insurance e.g. with your health insurance company. This is important if you are ill in order to secure continued payment of your salary.
11	If you have a maintenance obligation, complete the form "Maintenance obligation for children". If you have not yet received this allowance yourself, please cross "NO".
12	Please enter here all additional professional activities generating an income.
13	If you have been self-employed within the past two years, please tick "YES" and enclose the related documents (e.g. extract from the Commercial Register, statement of AHV contributions).
14	Details of former employer:
15	In which capacity were you employed (full/part-time, type of contract etc.)
16	How long were you employed?
17	Was there a written contract employment contract?
18	How was the contract terminated? Notice, by whom? Verbal? Written?
19	What was the date of your last day of employment?
20	What was the reason for giving notice?
21	Are you still insured with your last employer's pension fund according to the BVG (Federal Law on Occupational Pension for Old Age, Survivors and Disability)?
22	Were you given early retirement?
23	At the time of being given notice or during the notice period, were you unable to work due to illness, accident, pregnancy etc.?

24	Were you offered an extension of the notice period?
25	Have you claimed salary entitlements? (enclose copies)
26	If you have started proceedings under the employment law, please enclose all correspondence relating to your case.
27	Were other financial benefits promised to you upon termination of your employment? (e.g. benefits from social plans, hardship regulations etc.)
28	Is your partner in any way involved in your former employer's company in a managing role?
29	Please enter here your last employers (past 2 years) and enclose the employers' confirmations.
30	If you have completed Swiss military, civil or defence service outside the listed employments, please enclose a copy of your service booklet.
31	If you have not been in employment for more than 12 months, please cross the reason for this and enclose copies of the certificates.
32	Tick this box if you were abroad. Please also enclose proof of educational institutions or the work performed.
33	If you are applying for unemployment benefits due to separation, divorce, disability etc., please enclose the relevant documents.
34	If you are drawing unemployment benefits because a dependent person in the same household is no longer being cared for, please tick "YES" and enter details under "Comments".