

For Job Applicants
kuntarekry

Contents

1. General information about Kuntarekry.....	3
2. Search for jobs.....	4
2.1 Filtering	4
2.2 Job Ad Details.....	7
2.3 Favorites.....	8
2.4 Sharing	9
2.5 Search Alert	9
2.5.1 Create a search alert	9
2.5.2 Editing the Search Alert.....	11
3. Registration	12
4. Login	16
4.1 Forgotten password or username	17
5. My Profile	19
5.1 My Profile.....	19
5.2 Deleting an applicant account.....	21
5.3 Language	21
5.4 Applications.....	22
5.5 Front page	23
5.6 Substitutios	23
5.7 Offered gigs	24
5.7.1 Signing up for the gig	25
5.7.2 Cancellation of registration	26
5.8 Availability	27
6. Targeted recruitments	32
6.1 Applying	32
6.1.1 Filling in the application form	32
6.1.2 Summary and submission.....	36
6.2 Copying data	38
6.3 Edit applications.....	41
7. Substitute recruitments	44
7.1 Type of the application	44

7.2 Interest and availability 44

7.3 Updating the availability of a substitute application 46

8. Open call recruitments..... 47

1. General information about Kuntarekry

Kuntarekry.fi is a website where various municipal organisations, such as municipalities and cities, can advertise their vacancies.

In other words, Kuntarekry is not an employer or an employee placement service, but it is a service that employers use to advertise jobs.

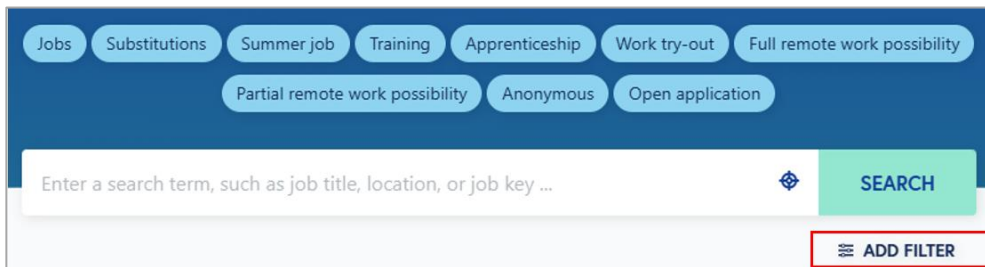
If you want to know more about the job you are applying for, the salary, or if you want to submit your tax card for gig work, always contact the employer in question. Kuntarekry is not responsible for the content of job advertisements. All municipal sector organisations that advertise their vacancies in Kuntarekry are responsible for the content of their advertisements. Kuntarekry is an electronic channel for employers' job advertising, recruitment processes and substitute management.

Kuntarekry does not participate in making choices and decisions in recruitment, but each employer makes its own employee selection. The employer is also responsible for communicating with job applicants. For this reason, questions related to the vacancy should be addressed directly to the employer.

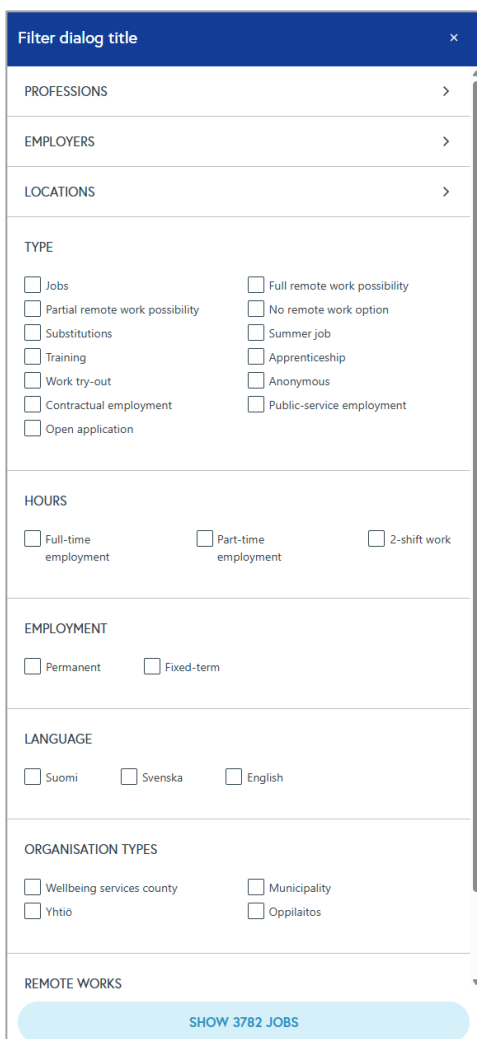
2. Search for jobs

2.1 Filtering

You can filter jobs by job area, employer, location, type, employment relationship, nature of work, and language. You can open the filtering functions by clicking the **Add filter** function on the front page.



The screenshot shows the top navigation bar of the Kuntarekry website. It features a row of blue buttons for filtering: Jobs, Substitutions, Summer job, Training, Apprenticeship, Work try-out, Full remote work possibility, Partial remote work possibility, Anonymous, and Open application. Below these is a search input field with the placeholder text "Enter a search term, such as job title, location, or job key ...". To the right of the input field is a green "SEARCH" button. At the bottom right, there is a red-outlined button labeled "ADD FILTER".



The screenshot shows the "Filter dialog title" window, which is a modal for selecting filters. It has a blue header with the title and a close button. The dialog is divided into several sections, each with a title and a list of checkboxes:

- PROFESSIONS**: A section with a right-pointing arrow.
- EMPLOYERS**: A section with a right-pointing arrow.
- LOCATIONS**: A section with a right-pointing arrow.
- TYPE**: A section with two columns of checkboxes:
 - Jobs
 - Partial remote work possibility
 - Substitutions
 - Training
 - Work try-out
 - Contractual employment
 - Open application
 - Full remote work possibility
 - No remote work option
 - Summer job
 - Apprenticeship
 - Anonymous
 - Public-service employment
- HOURS**: A section with three checkboxes:
 - Full-time employment
 - Part-time employment
 - 2-shift work
- EMPLOYMENT**: A section with two checkboxes:
 - Permanent
 - Fixed-term
- LANGUAGE**: A section with three checkboxes:
 - Suomi
 - Svenska
 - English
- ORGANISATION TYPES**: A section with four checkboxes:
 - Wellbeing services county
 - Yhtiö
 - Municipality
 - Oppilaitos
- REMOTE WORKS**: A section with a right-pointing arrow.

At the bottom of the dialog is a blue button labeled "SHOW 3782 JOBS".

By clicking on the selection criteria, Kuntarekry will automatically filter the jobs that fit the criteria for you.

The type, employment relationship and nature of work criteria filter the jobs according to what the employer has classified the job as. If you want to see only summer jobs, you need to click on "Summer job" or if you only want to view part-time jobs, click on "Part-time job".

No language is automatically selected in the Language criteria. If you want to see jobs only in Swedish, select "Svenska".

Filter dialog title

PROFESSIONS

Search professions

MANAGEMENT AND OFFICE WORK

TEACHING AND CULTURE

SOCIAL SECTOR

TECHNICAL SECTOR

HEALTH CARE SECTOR

☐ Select all

☐ Laboratory technologists and radiographers

☐ Practical nurses

☐ Psychologists

☐ Dental health services

☐ Other work in health care

☐ Head nurses

☐ Rehabilitation and therapy

☐ Ward domestics and supply technicians

☐ Doctors

☐ Nurses

☐ Assisting work in health care

☐ Management in health care

VOLUNTARY WORK

In the task area selection, you can select an entire task area or individual tasks under the task selection. The "Select all" option under the task area will display jobs from all the tasks under that task area. A single selection will display the jobs that apply to the task.

HEALTH CARE SECTOR 2

☐ Select all

☐ Laboratory technologists and radiographers

☒ Practical nurses

☐ Psychologists

☐ Dental health services

☐ Other work in health care

☐ Head nurses

☐ Rehabilitation and therapy

☐ Ward domestics and supply technicians

☐ Doctors

☒ Nurses

☐ Assisting work in health care

☐ Management in health care

EMPLOYERS

Search organizations

☐ 2M-IT

☐ Alajärven kaupunki

☐ Alavuden kaupunki

☐ Asikkalan kunta

☐ Auran kunta

☐ Cursor Oy

☐ Espoon kaupunki

☐ Etelä-Karjalan liitto

☐ Etelä-Savon Koulutus Oy

☐ Oppimis- ja ohjauskeskus Valteri

☐ Euran kunta

☐ FCG Talent Oy

☐ Forssan kaupunki

☐ Jyväskylän steinerkoulu

☐ Kaarea Oy

☐ Kastek Oy

☐ Kiuruveden kaupunki

☐ Hangon kaupunki

☐ Akaan kaupunki

☐ Helsingin kaupunki

☐ Ammattiopisto Livia

☐ Askolan kunta

☐ Avoin työhakemus

☐ Enontekiön kunta

☐ Espoon seudun koulutuskuntayhtymä Omnia

☐ Etelä-Karjalan sosiaali- ja terveyspiiri, Eksote

☐ Etelä-Savon maakuntaliitto

☐ Eurajoen kunta

☐ Pelkosenniemen kunta

☐ Perämeren Jätehuolto Oy

☐ Lapinlahden kunta

☐ Haapajärven kaupunki

☐ Haapaveden kaupunki

☐ Hailuodon kunta

☐ Haminan kaupunki

☐ Muonion kunta

In the Employer filter, you can select one or more employers whose jobs you want to view. This selection will only display open positions within that organization.

LOCATIONS

Search locations

AHVENANMAA

ETELÄ-KARJALA

ETELÄ-POHJANMAA

ETELÄ-SAVO

KAINUU

- ☐ Select all
- ☐ Alavus
- ☐ Ilmajoki
- ☐ Jalasjärvi
- ☐ Kauhajoki
- ☐ Kuortane
- ☐ Lappajärvi
- ☐ Seinäjoki
- ☐ Teuva
- ☐ Ähtäri
- ☐ Alajärvi
- ☐ Evijärvi
- ☐ Isojoki
- ☐ Karijoki
- ☐ Kauhava
- ☐ Kurikka
- ☐ Lapua
- ☐ Soini
- ☐ Vimpeli
- ☐ Isokyrö

ETELÄ-POHJANMAA 2

Valitse kaikki

Alavus

Ilmajoki

Jalasjärvi

Kauhajoki

Kuortane

Lappajärvi

Seinäjoki

Teuva

Ähtäri

☐ Alajärvi

☐ Evijärvi

☐ Isojoki

☐ Karijoki

☐ Kauhava

☐ Kurikka

☐ Lapua

Soini

Vimpeli

Isokyrö

In the Location filter, you can filter jobs by location. The locations are divided into regions, so you can select a region entirely by clicking "Select all" or individual municipalities and cities. The Location filter shows you jobs from employers who operate in the selected area and who use the Kuntarekry system.

2.2 Job Ad Details

The job advertisement shows all the necessary information about the recruitment. The view includes a job description and more information about the employer. At the bottom, you can see contact information who you can contact if you have any questions about the job. At the bottom, there is also a short description of the employer and a map of where the job is located.

The left sidebar shows more detailed information about the job and the application period:

The screenshot shows the Kuntarekry mobile app interface for a job titled 'Principal Bassoon'. The page has a dark blue header with the Kuntarekry logo and a hamburger menu icon. Below the header is a light blue bar with a '< BACK TO SEARCH' button. The main content area is dark blue and contains the job title 'Principal Bassoon', the deadline 'Deadline for applications 6.4.2025 23:59', and an 'APPLY NOW >' button. To the left of the 'APPLY NOW' button is a heart icon. Below the job title, the employer 'Lahti Symphony Orchestra' is listed. The job type is 'Full-time employment' and 'Jobs'. The employment type is 'Permanent' and 'Contractual employment'. The key 'LAHTI-02-621-24' is shown. The start date is '11.8.2025'. The salary is '3457 - 3733 € per month'. The application time is '3.3.2025 09:00 - 6.4.2025 23:59'. At the bottom, there are tags for 'Teaching and culture', 'Culture and museums', 'Päijät-Häme', 'Lahti', and 'Municipality'. Red arrows point from text labels on the left to specific elements on the page: 'Apply for the job here' points to the heart icon; 'Employer' points to 'Lahti Symphony Orchestra'; 'Job type' points to 'Full-time employment'; 'Key' points to 'LAHTI-02-621-24'; 'Start date/ period' points to '11.8.2025'; 'Salary' points to '3457 - 3733 € per month'; 'Application time' points to '3.3.2025 09:00 - 6.4.2025 23:59'; and 'Profession, municipality and region' points to the bottom tags section.

Apply for the job here →

Employer →

Job type →

Key →

Start date/ period →

Salary →

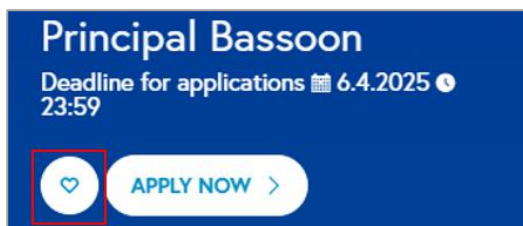
Application time →

Profession, municipality and region →

2.3 Favorites

You can mark job postings as your favorites so you can easily review them again later. Favorites are stored in your browser's memory, so favorites are device specific.

You can mark a job as a favorite by using the heart button. The heart button is located next to each job posting.



2.4 Sharing

You can share a job posting using the share button at the end of the posting. The job posting can be shared on Facebook, Twitter, LinkedIn and WhatsApp, and it can be printed or sent by email.



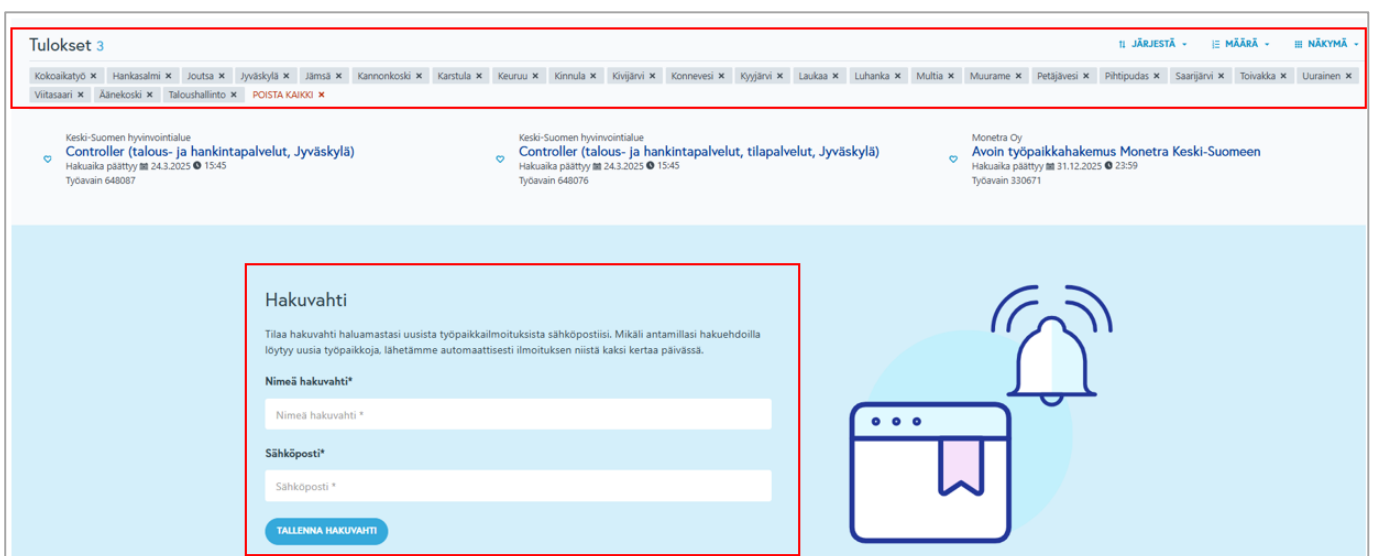
2.5 Search Alert

You can create a search alert for yourself in Kuntarekry, and the site will notify you by email that a job that matches your search criteria has been published on kuntarekry.fi.

By default, Search Alert is valid for 6 months from the date of creation.

2.5.1 Create a search alert

The search alert is created after you have searched for the jobs you want to be notified about.



The search alert is created at the bottom of the page. The search alert is given a name, for example "Financial administration positions in Central Finland" and the

email address to which the notifications are to be received. Finally, the search alert is saved, and a message is sent to the email through which the search alert must be confirmed.

This example search alert announces new jobs that are under the job area "Financial Administration", the location of the job is Central Finland, and the nature of the employment relationship is permanent.

You will receive a message like this:

Hei,
vahvista uusi hakuvahti!

Tällä sähköpostiosoitteella on luotu hakuvahti Kuntarekry-palvelussa.

Vahvista hakuvahdin käyttöönotto napsauttamalla seuraavaa linkkiä.

VAHVISTA VAHTI

Huom! Jos et luonut tätä hakuvahtia itse, voit jättää viestin huomiotta. Hakuvahti ei aktivoidu ilman vahvistuslinkin napsautusta. Voit luoda uuden hakuvahdin syöttämällä sähköpostiosoitteesi hakutulossivulla olevaan kenttään. Voit poistaa hakuvahdin klikkaamalla linkkiä: [Poista hakuvahti](#).

Confirm your search alert with the **Confirm search alert** button. After clicking on the button, you will be redirected to a page in your browser that tells you about the search alert confirmation:

Kuntarekry

Hakuvahti - vahvistaminen

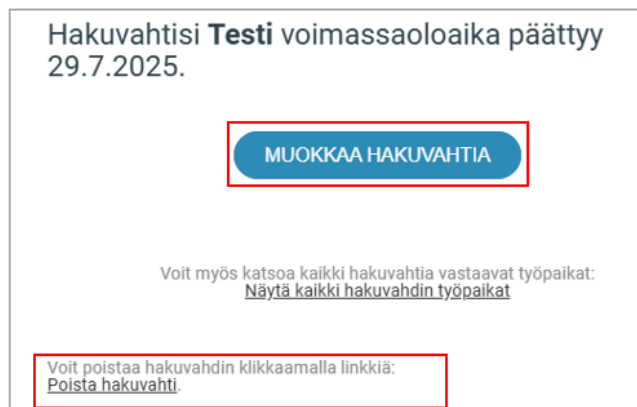
Hakuvahdin vahvistaminen onnistui! Voit peruttaa hakuvahdin tilauksen kun haluat. Jokaisessa sähköpostissa, jonka lähetämme, on linkki vahdin lopettamiseen.

MUOKKAA HAKUVAHTIA **POISTA HAKUVAHTI**

Once you've confirmed the search alert, it will notify you by email when a job has been posted on the site that matches your search criteria.

2.5.2 Editing the Search Alert

Each message sent by the search alert contains information about when the search alert expires. From the same section, you can edit the search alert settings and remove the search alert.



Edit search alert button takes you to the application alert edit view on the kuntarekry.fi website.

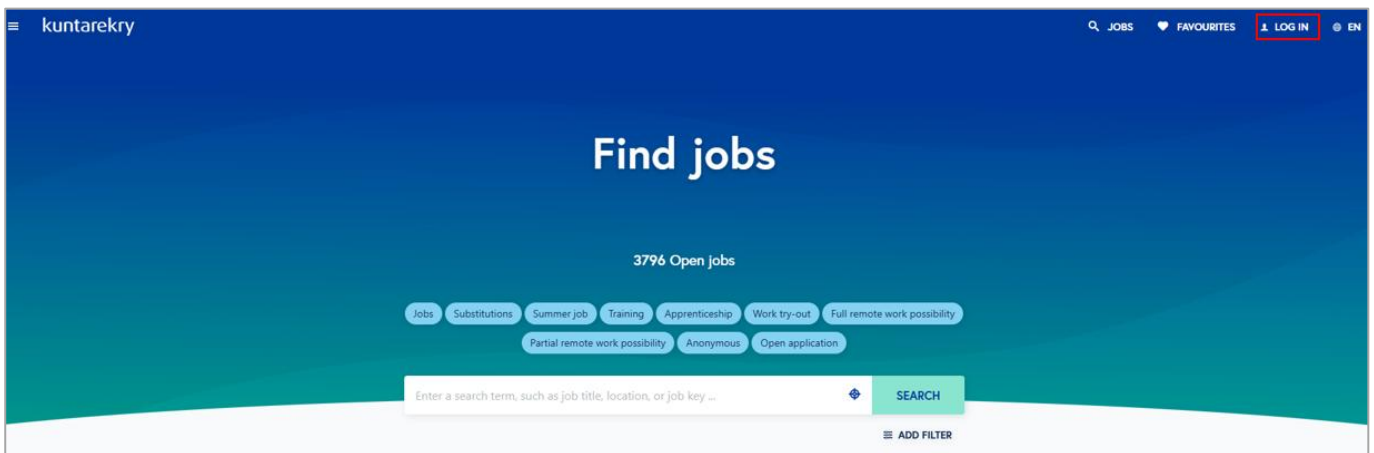
The view already has the crops you have already created. In this view, you can add or remove search criteria. You can also set how often you receive messages from jobs. For example, the Instant option will notify you as soon as a job is posted on the site. When you create a search alert, the timing is automatically changed twice a day.

You can also disable the search alert in this view.

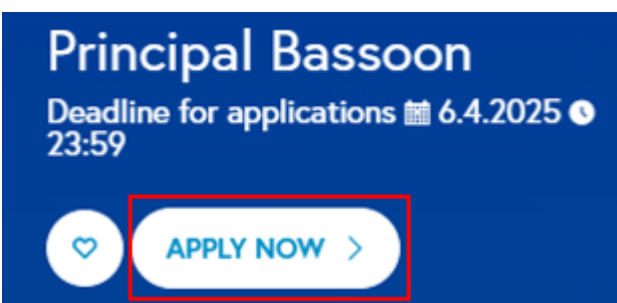
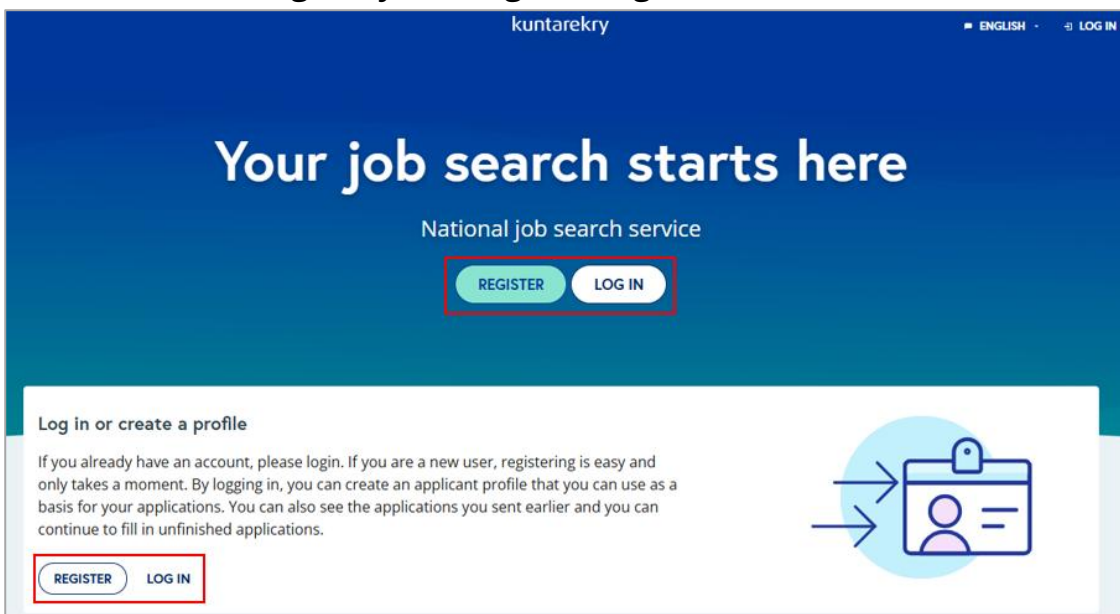
After making your changes, be sure to click **Save changes**.

A screenshot of the "Hakuvahti - Muokkaa" (Edit Search Alert) form on the Kuntarekry website. The form has several sections: "Nimeä hakuvahti" with a text input containing "Testi"; "Ajoitus" with radio buttons for "Hetki", "Tunneittain", "Kaksi kertaa päivässä", "Kerran päivässä", and "Kerran viikossa"; "Hakusana" with a text input; "Tehtäväalueet" with a dropdown menu showing "Taloushallinto"; "Työnantaja" with a dropdown menu; "Sijainnit" with a grid of location tags like "Hankasalmi", "Joutsa", "Jyväskylä", etc.; "Tyyppi" with a dropdown menu; "Työsuhde" with a dropdown menu; "Työn luonne" with a dropdown menu showing "Vakinainen"; "Organisaation tyyppi" with a dropdown menu; "Kieli" with a dropdown menu; and a footer section with "Hakuvahdin voimassaoloaika päättyy 29.7.2025." and two buttons: "Jatka voimassaoloa 3 kuukautta" and "Jatka voimassaoloa 6 kuukautta". At the bottom are two main buttons: "TALLENNNA MUUTOKSET" and "POISTA HAKUVAHTI".

3. Registration



You can register the Kuntarekry job applicants profile through the Log in menu in the upper right corner of the **Kuntarekry.fi** pages, by clicking on the **Candidate Portal**. After that, click **Register** to continue. If you already have an account, you can continue to log in by clicking the Log in button.



Alternatively, you can also access the registration window from the **Apply now** button on any job advertisement.

To register as a job applicant, enter the following fields:

- Email address
- Password. The minimum number of characters required for a password is 12 characters. The password must contain lowercase letters, uppercase letters, numbers, and special characters. If the password does not meet the security requirement, the system will notify you when you click "Register"
- Accept the terms of service. You can read the Terms of Use via the "Terms of Use" link
- Click **Register**

Save the username and password for yourself in memory for later use.

Notification: *"Username is already reserved."* means that the email in question already has a username created. If you do not remember the password for the account in question, you can order a password change link to your email by clicking **Log in** and **Forgot password or account**.

The screenshot shows a registration form titled "Create an account" with the subtitle "Creating an account is quick and easy". The form is titled "Register to Kuntarekry" and includes the instruction "Your email address also serves as your username." It features three input fields: "Email address *", "Password *", and "Terms of use *". The "Terms of use" section includes the text "I accept terms of use and usage of personal information in accordance with privacy policy." and a checkbox labeled "I have read and accept the terms of use". A red box highlights this checkbox. At the bottom right, a blue button labeled "REGISTER >" is also highlighted with a red box.

Create an account

Creating an account is quick and easy

Register to Kuntarekry

Your email address also serves as your username.

Email address *

Password *

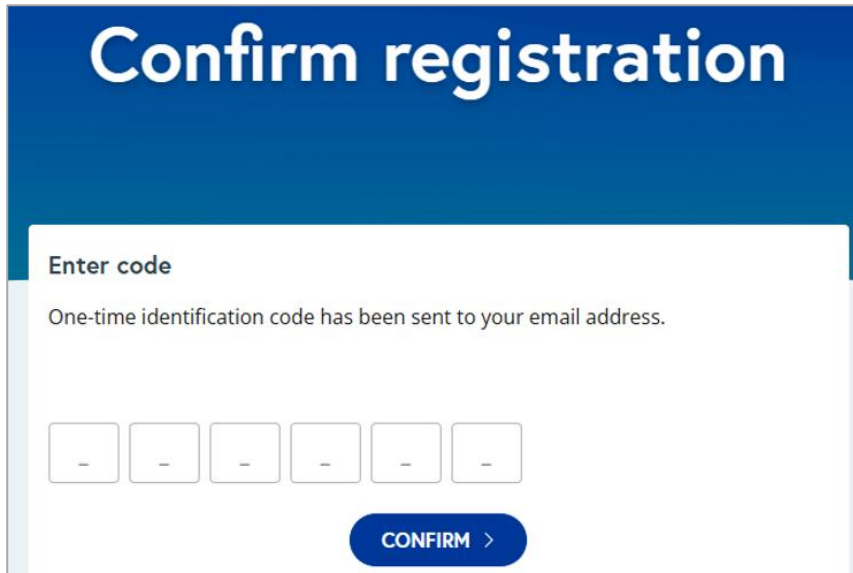
Terms of use *

I accept [terms of use](#) and usage of personal information in accordance with privacy policy.

☐ I have read and accept the terms of use

REGISTER >

When you log in to the Applicant Portal for the first time, you will be asked to confirm your email address. Confirm your registration by entering the code sent to your email on the confirmation page and click **Confirm**. Please note that the verification code is valid for 30 minutes.

The image shows a web interface for confirming registration. It has a dark blue header with the text "Confirm registration" in white. Below the header is a white box with a light blue border. Inside this box, the text "Enter code" is followed by a message: "One-time identification code has been sent to your email address." Below the message are six empty square input fields for a code. At the bottom right of the white box is a blue button with the text "CONFIRM >" in white.

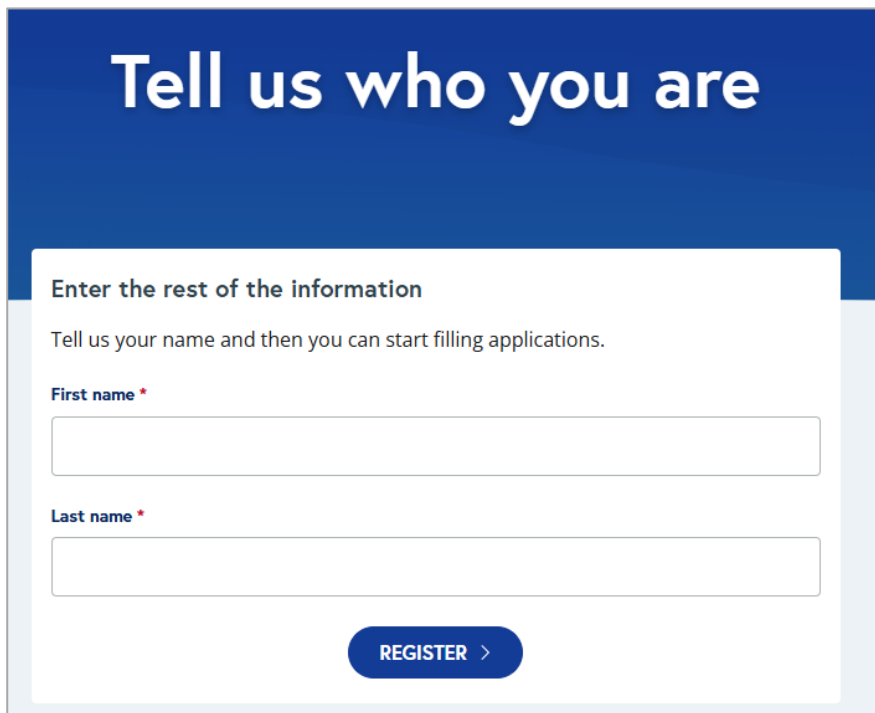
Confirm registration

Enter code

One-time identification code has been sent to your email address.

CONFIRM >

After confirmation, enter your name and click **Register**

The image shows a web interface for providing personal information. It has a dark blue header with the text "Tell us who you are" in white. Below the header is a white box with a light blue border. Inside this box, the text "Enter the rest of the information" is followed by a message: "Tell us your name and then you can start filling applications." Below the message are two text input fields. The first is labeled "First name *" and the second is labeled "Last name *". At the bottom right of the white box is a blue button with the text "REGISTER >" in white.

Tell us who you are

Enter the rest of the information

Tell us your name and then you can start filling applications.

First name *

Last name *

REGISTER >

After registering, you will open My Profile and see your own applications at the top.

Welcome!

My applications

Remember to complete your unfinished application and send it before the application period ends.



No unfinished applications

You can still view your old applications. Or is it time to look for a new job?

Apply to work as a substitute

Are you interested in temporary gigs? You can find them in Kuntarekry. Submit an open substitute application or browse employers' own substitute recruitments below.

[+ SUBMIT A NEW APPLICATION](#)

[BROWSE SUBSTITUTIONS >](#)

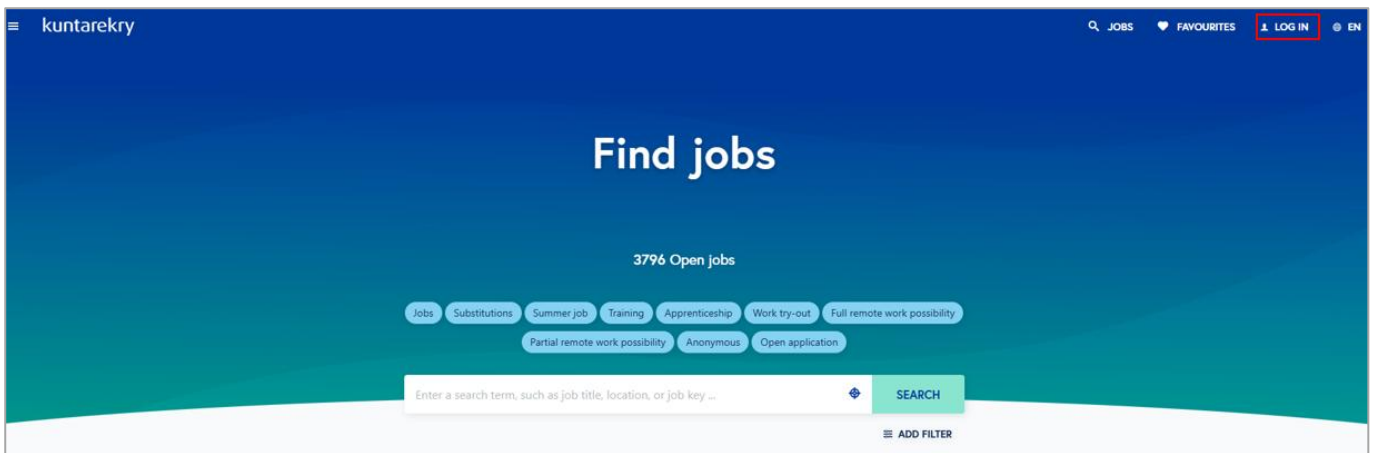
NO SUBSTITUTE APPLICATION



4. Login

If you have already registered as a job applicant, you do not need to register again, but you can log in with the credentials you created earlier.

You can log in to your own profile from the Login menu in the upper right corner of the Kuntarekry.fi front page and select **My applications**.

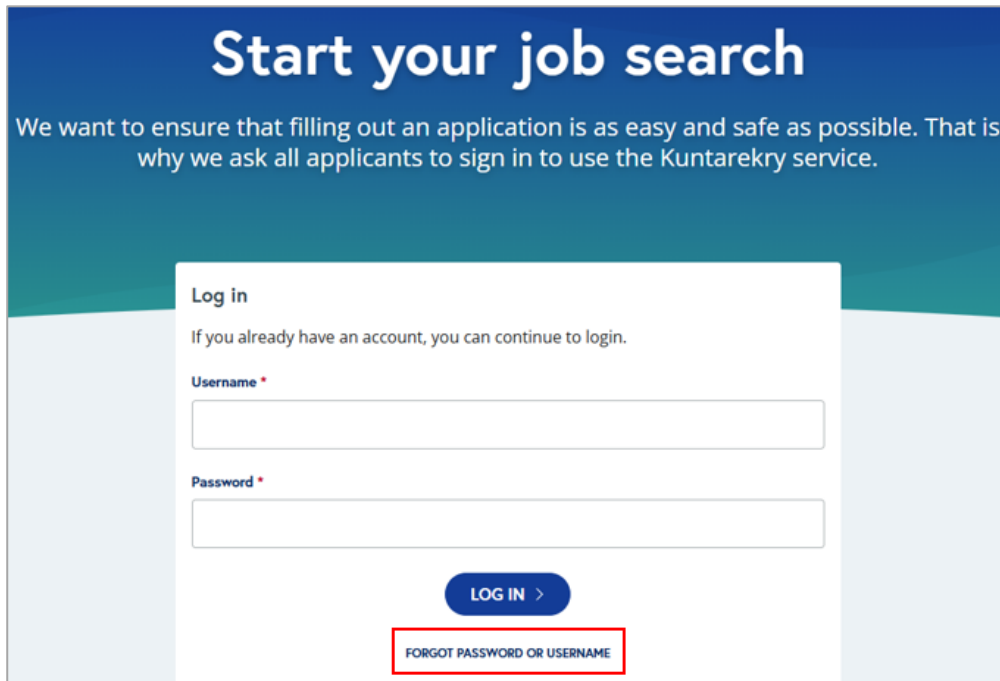


Log in to the service with your username and password and click **Log in**.

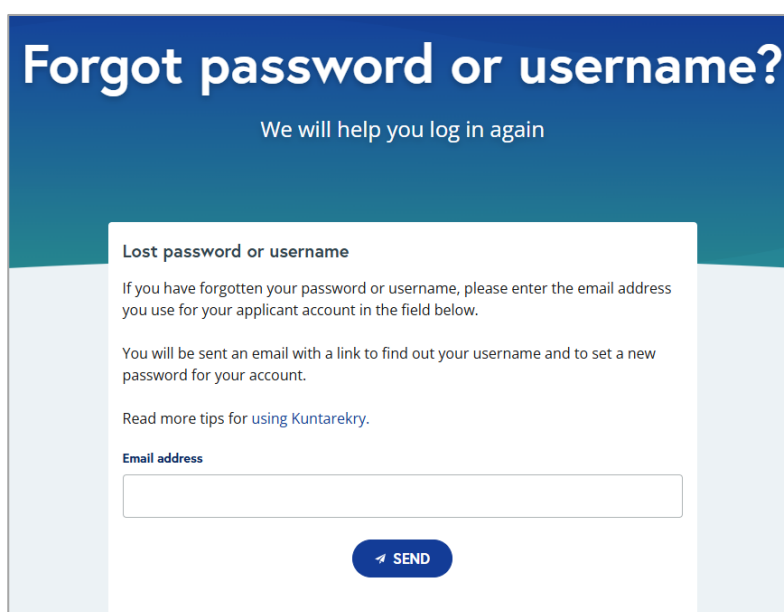
The screenshot shows a login form titled 'Start your job search'. The background is a blue gradient with the text 'We want to ensure that filling out an application is as easy and safe as possible. That is why we ask all applicants to sign in to use the Kuntarekry service.' The form itself is white and contains the following elements: a 'Log in' heading, a message 'If you already have an account, you can continue to login.', a 'Username *' label above a text input field, a 'Password *' label above a password input field, a blue 'LOG IN >' button, and a link 'FORGOT PASSWORD OR USERNAME' at the bottom.

4.1 Forgotten password or username

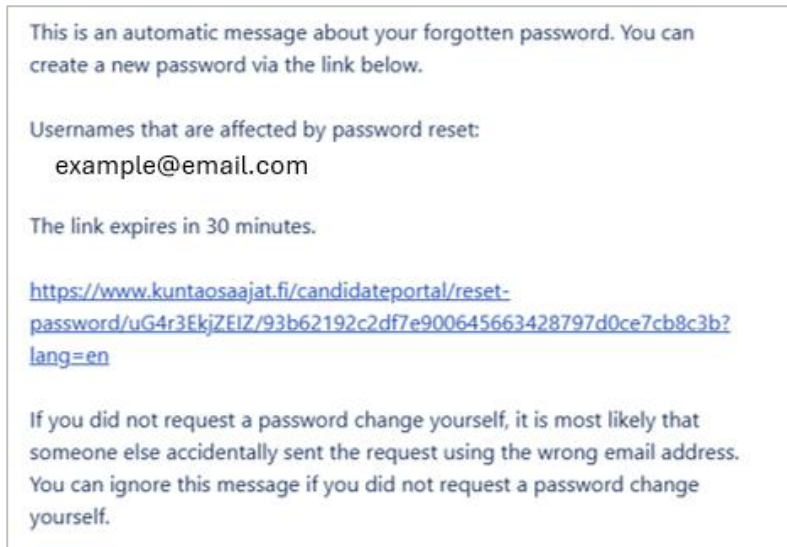
If you have forgotten the username with which you have previously registered as a job applicant or you have forgotten your password in your username, you can order a link to your email login window to change your password and check your username and password **Forgot password and username** function.



In the Email address field, enter the email address you have registered on your profile and click **Send**.

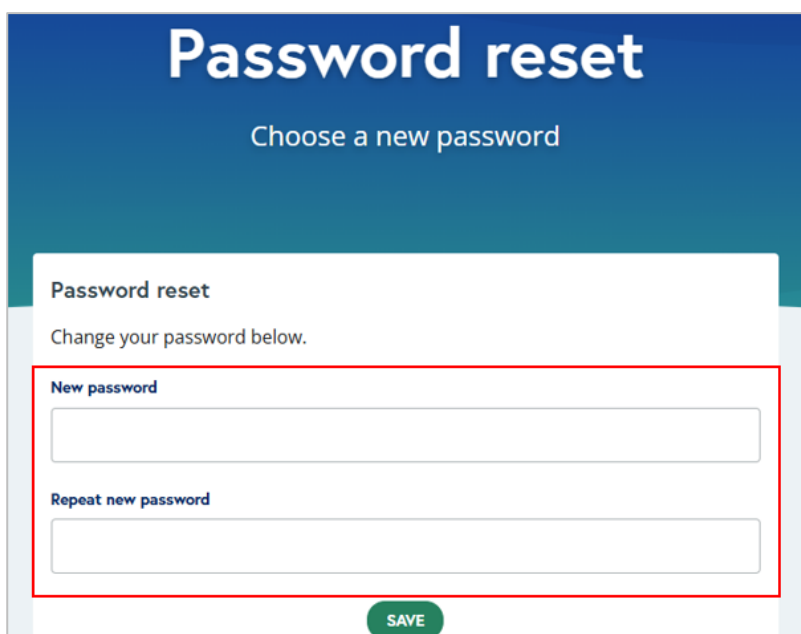


You will receive an email with the subject *line "Forgot password"* from tiedote@kuntarekry.fi. The message may go to your spam folder, so check it if you haven't received it a while after subscribing.



The email contains a link that is valid for 30 minutes. By clicking on the link, you will be taken to a view where you can create a new password for yourself.

Enter a new password in the field and confirm it in the lower field. Click **Save**.

A screenshot of a web form titled "Password reset" with the subtitle "Choose a new password". The form has a header "Password reset" and a sub-header "Change your password below.". There are two input fields: "New password" and "Repeat new password". A red rectangular box highlights both input fields. At the bottom of the form is a green button labeled "SAVE".

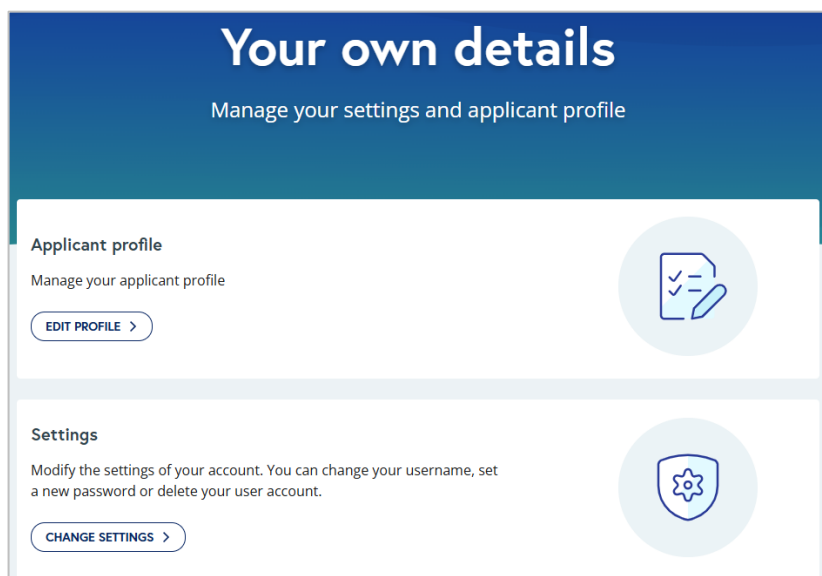
5. My Profile

When you log in to your own profile, you can view the information you have previously saved in the system. At the top there are different headings, the contents of which are presented in the following paragraphs.



5.1 My Profile

You can view your own applicant profile by clicking on your name in the upper right corner. In your own profile, you can pre-enter information about yourself about your basic, qualification, further and continuing education and work experience, so that you can copy this information directly to the job applications you want to submit. In other words, the information entered in your profile serves as a basis for the job applications you want to submit. Employers will not be able to view a job applicant's profile information but will only be able to see the applications submitted to them. At the end of the My Applicant Profile page, you can download your profile information as a json file on your computer.



If you update your basic information (name, date of birth, gender, phone, email), it will be automatically updated for all applications you have previously submitted. If you update the qualifications, further and continuing education and work experience information in your profile, they will not be automatically updated for previously submitted applications.

The My Profile settings have different functions:

Change email address: You can change your email address. Please note that the email must be a functional address that you use.

Change password: You can change the current password here.

Terms of use: Here you can read the terms of use of the Kuntarekry system. By registering, you have accepted the terms of use and can return to them here if necessary.

Delete Applicant Account: Use this action to delete the applicant account. When you delete your applicant account, your entire applicant account, its information, submitted applications and information about any gigs you may have done will disappear from you. A deleted applicant account cannot be recovered. If you are going to delete your account, please read the instructions carefully!

Manage your settings

< BACK TO PREVIOUS PAGE

Change email address [CHANGE EMAIL ADDRESS >](#)

You can change your current email address. Please note that the email address must be a functional address that you use.

Change password [CHANGE PASSWORD >](#)

You can change your password. To change your password, you need to enter your current password and a new password of your choice.

Kuntarekry terms of use [TERMS OF USE >](#)

You can view the terms of use from this section.

Delete account [DELETE ACCOUNT >](#)

You can delete your applicant account. The deletion is final and you cannot use your account after deletion.

5.2 Deleting an applicant account

Delete account

You are about to delete your account. This user account will be permanently deleted and you will no longer be able to log in with your credentials.

- User account and credentials with applicant profile and unsent applications are removed and you will be unable to log in
- Open applications are removed and only the information required by statistic reports are stored
- Substitute applications are removed
- Applications to recruitments are stored in the system; they will be anonymised two years after the recruitment is closed

×

If you have read and understood the instructions and want to permanently delete your account, type "delete" in the text field below and press the "Delete account" -button.

Confirm delete

DELETE ACCOUNT

CANCEL

If you want to delete your information from Kuntarekry completely, you can delete your applicant account through your own profile. The delete account button can be found in the right sidebar when logging in to your profile.

When you delete your applicant account, your entire applicant account will be deleted and you will not be able to log in to it again. Open applications and substitute applications you have submitted will also be immediately removed from the system for employers to see.

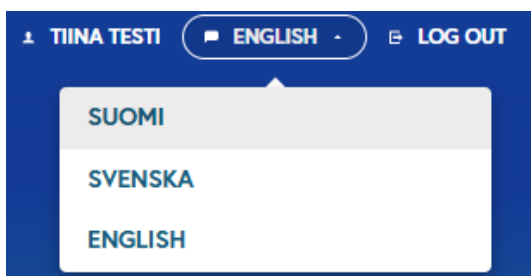
Applications for targeted recruitments will remain visible to employers, but they will be informed that you have deleted your applicant account. In accordance

with data protection laws, your data will also be pseudonymised for these applications when two years have passed since the closure of the recruitment. used to identify the applicant.

A deleted applicant account can no longer be recovered.

5.3 Language

At the top right of the page, there is a language selection. By clicking on a language, in this example English, you can change the different language.



5.4 Applications

On the Applications tab, you can view the applications that you have submitted or that you have started to fill in. If you do not have any submitted/incomplete applications, the view will have the number zero (0) after the title. The status of the application is indicated by the text Application in progress or Application submitted.

Unfinished applications 2

Here you can see the applications that you have not sent yet, but there is still time left to apply. Remember to complete and send your application before the application deadline.

	Sihteeri Municipality of Andromeda	31.03.2025 16:00 Application period ends	NOT SUBMITTED
	Luokanopettaja Sun city	05.05.2025 13:00 Application period ends	NOT SUBMITTED

Applications in active recruitments 6

Here are the applications you have sent for recruitments that are active. If there is still time left to apply for the recruitment, you can update your application or resend your cancelled application. Unfinished applications are automatically deleted after 6 months.

	Lärare Sun city	30.04.2025 12:41 Application period ends	hakemusten käsittely Recruitment public state	APPLICATION SUBMITTED
	Luokanopettaja Sun city	28.02.2025 15:30 Application period ended	Recruitment ongoing Recruitment public state	APPLICATION SUBMITTED
	Luokanopettaja Sun city	31.01.2025 13:00 Application period ended	Recruitment ongoing Recruitment public state	NOT SUBMITTED

Substitute applications 1

Here you can see the applications you have submitted for substitute work. You can update your application details, even if the application period has ended.

	Testiopettaja Sun city	14.02.2025 13:00 Application period ended	Recruitment ongoing Recruitment public state	APPLICATION SUBMITTED
--	----------------------------------	-----------------------------------------------------	--------------------------------------------------------	-----------------------

Applications in completed recruitments 1





Here you can see the applications you sent for recruitments that have been completed and closed. When a closed recruitment is later archived, the application will be removed from this view. Unfinished applications are automatically deleted after 6 months.

	Aurinkokunnan sijaisuuDET varhaiskasvatuksessa Sun city	11.02.2025 15:00 Application period ended	NOT SUBMITTED
	Luokanopettaja Sun city	11.02.2025 14:59 Application period ended	APPLICATION SUBMITTED

Submitted and started applications can be classified into three different spaces:

Unfinished applications: This status includes applications that you have opened and started filling in but have not yet sent them to the employer. There is still an application period left for these recruitments. If necessary, such an application can be removed from your own information by clicking on the three dots **Other actions** and **Remove application**. You can start filling in the application again within the application period, even if you delete the application that has been started.

Applications in active recruitment: This status includes applications that you have already submitted to the employer and still have an application period left. When there is still an application period left, you can update and edit the information in your application. If you make edits, the information will be updated automatically in the application, and you do not need to send it separately. Such an application can be withdrawn if necessary. The employer will be informed that you have cancelled your application, and you will not be taken into account in the recruitment, but the employer can still view your application. The Cancelled applications status includes applications that you have sent to your employer once but have later cancelled the application. There is still an application period left for the recruitment of cancelled applications, so you can resubmit the application within the application period if you wish.

Applications in active recruitments 6			
Here are the applications you have sent for recruitments that are active. If there is still time left to apply for the recruitment, you can update your application or resend your cancelled application. Unfinished applications are automatically deleted after 6 months.			
 Lärare Sun city	24.03.2025 14:31 Application period ended	hakemusten käsittely Recruitment public state	 APPLICATION CANCELLED
 Luokanopettaja Sun city	28.02.2025 15:30 Application period ended	hakemusten käsittely Recruitment public state	 APPLICATION SUBMITTED

Applications in completed recruitments: This status includes applications that you have sent to the employer and that have already ended in their application period. You can no longer edit the details of the application, but you can view the application. This status also includes applications that you have started to fill in but have not sent them to the employer and the application period has ended. You can no longer send this application to the employer, nor edit its details, but you can view it.

5.5 Front page

The front page tab directs you to the page, where you can browse open positions and see your latest applications. This page also has frequently asked questions.

5.6 Substitutions


If you have done or are doing substitute or gig work, you can see the substitutes you have done and to which you have been attached on the My gigs tab. You can specify

whether you want to view gigs from the last 2 months or the last 12 months. You can also view gigs in the "All" time period, which will show all the gigs you have been attached to through the system.

Substitutions

OFFERED GIGS **MY GIGS**

In my gigs view you can see all the substitute work shifts you have been hired to in the Kuntarekry system.

 Aineenopettaja Sun city	Neptunuksen ala-aste Unit	4.2.2025 Start date	7.2.2025 End date
---------------------------------------------------------------------------------------------------------------------	-------------------------------------	-------------------------------	-----------------------------


SHOW ALL

My gigs 1

In my gigs view you can see all the substitute work shifts you have been hired to in the Kuntarekry system.

By default, you will see the gigs from the last two months, but you can change the period to the last 12 months or see all if you wish.

LAST 2 MONTHS
All
Last 2 months
Last 12 months

 Aineenopettaja Sun city	Neptunuksen ala-aste Unit	4.2.2025 Start date	7.2.2025 End date
---------------------------------------------------------------------------------------------------------------------	-------------------------------------	-------------------------------	-----------------------------



5.7 Offered gigs

In the Offered gigs section, you can see gigs that have been published in the gig calendar and for which you have the right to register. In the interview, the employer determines the tasks and work units where you can do gigs. You can limit the visibility of substitutes with a search term. In this view, there are only upcoming gigs that you can sign up for.

Keikat

TARJOTUT KEIKAT **OMAT KEIKAT**


Tarjotut keikat -osiossa näet kaikki sellaiset sijaisuuudet, jotka on julkaistu keikkakalenteriin ja joissa voit työnantajien kanssa käymiesi keskusteluiden ja pätevyyksiesi sekä kelpoisuuksiesi perusteella työskennellä.

 Luokanopettaja Aurinkokunta	Neptunuksen ala-aste Yksikkö	5.2.2025 Alkaa	7.2.2025 Päättyy
 Luokanopettaja Aurinkokunta	Pluton ala-aste Yksikkö	17.2.2025 Alkaa	19.2.2025 Päättyy

NÄYTÄ KAIKKI

Offered gigs 1

In the offered gigs view you can see all the published gigs that you can get hired to, based on your discussions with employers and your qualifications and competences.

<input type="text" value="Neptunuksen"/>			
 Luokanopettaja Sun city	Neptunuksen ala-aste Unit	26.3.2025 Start date	26.3.2025 End date

5.7.1 Signing up for the gig

By clicking on the gig, you can view the gig details in more detail and sign up for it:

Luokanopettaja ×

Work shifts

✓ 26.3.2025, Morning/day shift time 07:00-14:00
You're available for this shift.

Task details

Time period 26.3.2025 - 26.3.2025

Organization Sun city

Unit Neptunuksen ala-aste

Substitute need id 32563

✓ REGISTER CANCEL

Luokanopettaja ×

Registration

You are signing up for a gig. If you are selected, the gig will appear in your My Gigs list. Employers have varying practices for how they notify about hiring for a shift. You can ask your employer if they have a policy of separately notifying you about hiring for a shift that was made from this registration.

If you wish, you can provide additional information about your registration for the employer.



Additional registration details

✓ REGISTER CANCEL

Clicking **Register** for the gig will open a window where you can leave more information about the registration to the employer. When you click **Register** for a gig again, the information about the registration will be sent to the employer.

Signing up for a gig does not automatically mean that you will be selected for the gig in question. If you are selected for the gig, the employer will make you a separate assignment for the gig in question.

Employers' practices vary in how they announce a gig engagement. If there is any doubt about this, please contact the employer directly.


	Luokanopettaja Sun city	Neptunuksen ala-aste Unit	26.3.2025 Start date	26.3.2025 End date	 REGISTERED
-----------------------------------------------------------------------------------	-----------------------------------	-------------------------------------	--------------------------------	------------------------------	------------------------------------------------------------------------------------------------

The text "Registered" next to the gig indicates that you have signed up for this gig, but you have not yet been hired.

You can sign up for a gig if you are not attached to any other gig at that time. If you are already attached to another gig, the additional information of the gig will show that you are already attached elsewhere, and you cannot register:

Luokanopettaja ×

Work shifts


 27.3.2025, Morning/day shift time 08:00-16:00

You're already hired to another gig for the same organization during this shift.

If you've marked your availability calendar as unavailable at the time of the gig, you'll see that you're unavailable for the gig in the gig details. However, if you would like to sign up for a gig on offer, you must edit the information in the availability calendar so that you are available at the time of the gig.

Luokanopettaja ×

Work shifts

 26.3.2025, Morning/day shift time 07:00-14:00

You're unavailable for this shift.

5.7.2 Cancellation of registration

If you want to cancel the registration for the gig, you can open the gig details and cancel the registration. Cancellation can be done through the system if you have not

been hired by the employer for the gig. Click **Cancel registration** to cancel registration.

Luokanopettaja

Work shifts

✓ 28.3.2025, Morning/day shift time 08:00-15:00
You're available for this shift.

Task details

Time period

28.3.2025 - 28.3.2025

Organization

Sun city

Unit

Venuksen yhtenäiskoulu

Substitute need id

32571

CANCEL REGISTRATION

CANCEL

5.8 Availability

You can manage your availability information on the Substitutions tab. Example picture from computer:



If you want to view the calendar for entire month, click **Show month**.

Availability

ACTIVE

Your substitute status is active, meaning you can receive gig offers. If you don't want to do substitute work for now and you don't want to receive any gig offers at all, you can turn off your availability below.

Yes, I am available ☒

Availability calendar

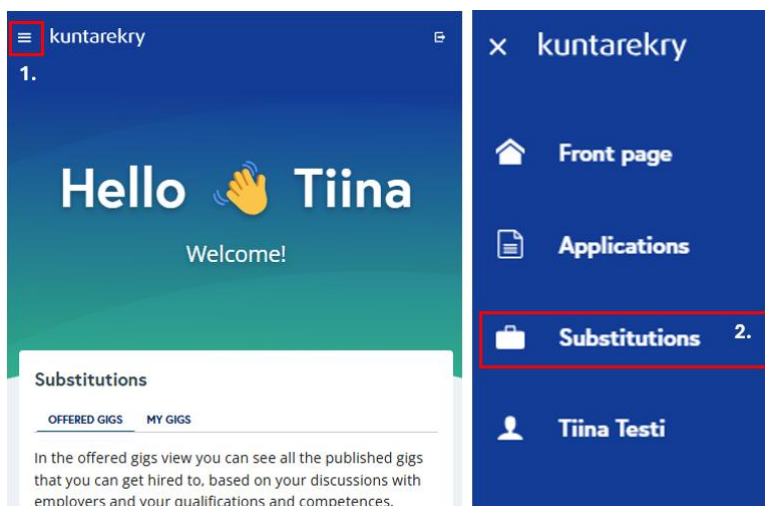
You can maintain your availability information in the availability calendar. You can already mark in advance the days/shifts when you cannot accept gigs.

	Week 14	31.3.	1.4.	2.4.	3.4.	4.4.	5.4.	6.4.
Morning		✗	☀	✗	☀	☀	☀	☀
Evening		🌅	🌅	✗	🌅	🌅	🌅	🌅
Night		🌙	🌙	✗	🌙	🌙	🌙	🌙

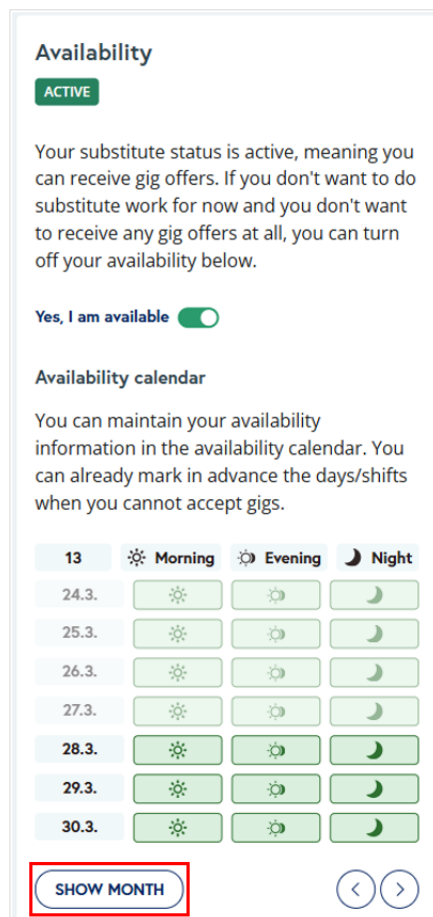
SHOW MONTH

< PREVIOUS WEEK

NEXT WEEK >



If you want to view the calendar for entire month, click **Show month**.



You can mark the times in your calendar when you are not available for gigs. In the availability calendar, red entries mean that you are not available at that time, and green entries mean that you are available. Once you have marked a date in red, i.e. "Unavailable", you will not be listed as a candidate for employers in the substitute

applications they have made in the system. If the employer publishes the gig in the gig calendar, you can see it there, even if you have marked the time in red, i.e. *"I am not available"*.

In other words, the availability calendar will mark the times when you are not available for gigs. You can mark a single shift/several shifts, a whole day, a whole week or an entire month in the calendar with a red or *"Unavailable"* marking.

The calendar shows one week or month at a time. The days are divided into shifts: sun=Morning shift, sun + moon=Evening shift, moon=Night shift.

Availability ACTIVE

Your substitute status is active, meaning you can receive gig offers. If you don't want to do substitute work for now and you don't want to receive any gig offers at all, you can turn off your availability below.

Yes, I am available ☒

Availability calendar

You can maintain your availability information in the availability calendar. You can already mark in advance the days/shifts when you cannot accept gigs.

Week 13	24.3.	25.3.	26.3.	27.3.	28.3.	29.3.	30.3.
Morning				Gig			
Evening							
Night							

[SHOW MONTH](#)[< PREVIOUS WEEK](#)[NEXT WEEK >](#)

In the following example image, the following times are set to the "Unavailable" status: 3rd day morning shift, 8th day morning shift, 6th day night shift, 13th day all day. 20th day evening and night shift and the whole week 9.

Availability calendar

You can maintain your availability information in the availability calendar. You can already mark in advance the days/shifts when you cannot accept gigs.

< PREVIOUS MONTH

MARCH 2025

NEXT MONTH >

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 9	24.2.	25.2.	26.2.	27.2.	28.2.	1.3.	2.3.
Morning							
Evening							
Night							
Week 10	3.3.	4.3.	5.3.	6.3.	7.3.	8.3.	9.3.
Morning							
Evening							
Night							
Week 11	10.3.	11.3.	12.3.	13.3.	14.3.	15.3.	16.3.
Morning							
Evening							
Night							
Week 12	17.3.	18.3.	19.3.	20.3.	21.3.	22.3.	23.3.
Morning							
Evening							
Night							
Week 13	24.3.	25.3.	26.3.	27.3.	28.3.	29.3.	30.3.
Morning				Gig			
Evening							
Night							
Week 14	31.3.	1.4.	2.4.	3.4.	4.4.	5.4.	6.4.
Morning							
Evening							
Night							

If you don't want to receive gig offers at all, you can set your availability to non-active mode. A green switch means that you are available, and then it says "Active" at the top. When you are not available, it says "Inactive" in orange at the top and the switch is grey.

Your substitute status **ACTIVE**

Your substitute status is active, meaning you can receive gig offers. If you don't want to do substitute work for now and you don't want to receive any gig offers at all, you can turn off your availability below.

Yes, I am available ☒

**Your substitute status** **INACTIVE**

Your substitute status is inactive, meaning you won't receive any gig offers. If you want to do substitute work and receive offerings, change your availability below.

Yes, I am available ☐



6. Targeted recruitments

Targeted recruitment is so-called regular recruitment. In targeted recruitment, there is a specific open position, and a clear application period has been defined for it. Targeted recruitments always have their own application form, which the employers themselves define to be suitable for the recruitment in question.

When you fill out and submit an application form for a targeted recruitment, it will only be visible to the employees involved in that recruitment. In other words, employers will not be able to see the applications you have submitted to other employers, but only the one you have addressed to them through their recruitment.

6.1 Applying

When applying through Kuntarekry, you can access the application form by clicking on the "Apply for a job" button in the job advertisement. Log in with the credentials you have created earlier or register as a new applicant if you have not previously used Kuntarekry for job search.

After logging in, you will be taken to the application form. Each employer determines which questions to ask on the application form on a recruitment-specific basis, so all application forms may be different.

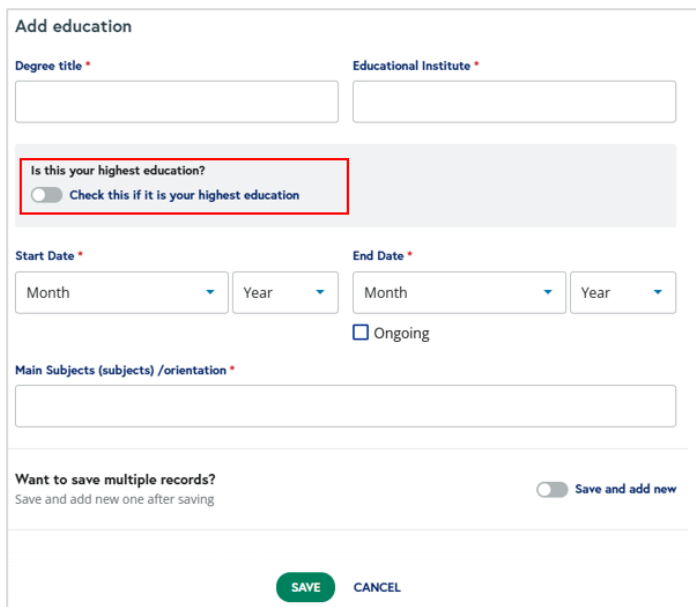
6.1.1 Filling in the application form

In targeted recruitments, questions are usually asked in the following areas, for example:



- ✓ Basic Information OPEN
- ✓ Education OPEN
- ✓ Courses OPEN
- ✓ Work Experience OPEN
- ✓ Job specific information OPEN
- ✓ Attachments OPEN

The question fields within the sub-areas vary according to different recruitments. For example, information on qualifications and work experiences can be asked very scarcely or very extensively. There may also be other areas, such as more detailed questions related to teachers' degrees.



Add education

Degree title * Educational Institute *

Is this your highest education?
☐ Check this if it is your highest education

Start Date * End Date *

Month Year Month Year

☐ Ongoing

Main Subjects (subjects) /orientation *

Want to save multiple records?
Save and add new one after saving ☐ Save and add new

SAVE CANCEL

On the application form, the mandatory fields are marked with a red asterisk. If you do not fill in any of these fields, you will not be able to submit the application.

On the Qualifications tab, it should be remembered that one degree must be marked as the highest degree you have completed.

The degrees are automatically arranged in the order of completion dates, except for the highest degree always being the first on the list.

Add your work experience. If the work experience in question is your current employer, you can click "Still ongoing" instead of the end date. By clicking "Save and add new", you can add another work experience smoothly right after without leaving the view. You can also select "I have no work experience".

Add work experience

Title *

Employer

Start Date

End Date

dd.mm.yyyy...

dd.mm.yyyy...

☐ Ongoing

Job description

Want to save multiple records?

Save and add new one after saving

☐ Save and add new

SAVE

CANCEL

Sometimes employers have set a Kesto field for work experience questions. The Duration field automatically calculates the duration of the employment from the start date to the end date, or you can enter the duration manually.

Start Date

End Date

14.06.2016

30.11.2023

☐ Ongoing

Duration

Duration is calculated automatically every time you edit the start or end date. You can also enter the duration yourself, e.g. if it is a part-time job.

7

5

17

Years






Months

Days

If you have had a part-time employment relationship or have done gig work for the same employer for several years, you can use this section to tell about the actual duration of the work. So you can mark one work experience, and set the start date

to the date when you made the first shift, and you can set the end date to the date when you did the last shift at that workplace. You can then enter the actual length of the job in years, months, and days in the Duration field:

Add work experience


Title	Employer	
<input type="text" value="Teacher"/>	<input type="text" value="School"/>	
Start Date	End Date	
<input type="text" value="13.08.2012"/> 	<input type="text" value="01.06.2016"/> 	
<input type="checkbox"/> Ongoing		
Duration *		
Duration is calculated automatically every time you edit the start or end date. You can also enter the duration yourself, e.g. if it is a part-time job.		
<input type="text" value="3"/> 	<input type="text" value="4"/> 	<input type="text" value="3"/> 
Years	Months	Days

If the application form has given job applicants the opportunity to express their interest in other recruitments made by the employer, this will be inquired with the question **Application storage**. If your application can also be used in other recruitments, enter the date until which the application can be used in the date field. If your application cannot be used in other recruitments, leave the date field blank. If you enter a date, it means that this application will also be transferred to the open applications in the system. Employers review open applications in the system according to their own varying practices. In other words, the application will not automatically be transferred to other so-called targeted recruitments, but usually an application must be submitted separately.

Application storage

If your application can also be used in other recruitments, enter the date until which the application can be used in the field below. The expiry date can be up to two years from now. If your application cannot be used in other recruitments, leave the date field blank.

Application valid until



6.1.2 Summary and submission

In the application, you can see in a summary if you have a mandatory field that has not been filled in in any section. The system indicates in red color for each field and also for each tab where there are mandatory fields on the application form.

You can't continue to the preview until all required fields have been filled. In the preview, you can still edit the fields you want.

The screenshot shows the application summary interface. On the left, a list of sections is displayed with their completion status: Basic Information (green checkmark), Education (green checkmark), Courses (green checkmark), Work Experience (red exclamation mark), Job specific information (red exclamation mark), and Attachments (green checkmark). Each section has an 'OPEN' link. On the right, the 'Application completion' progress bar is at 57%. A red warning box states: 'You have not filled in all mandatory fields or some of the information you have provided could not be approved.' Below this, it says 'Application edited 26.03.2025 14:46' and features a blue 'PREVIEW >' button. At the bottom right, there is a link for 'Other actions'.

You can edit your education and work experience information by clicking on the relevant heading, for example, **Work experience** and **Add work experience**.

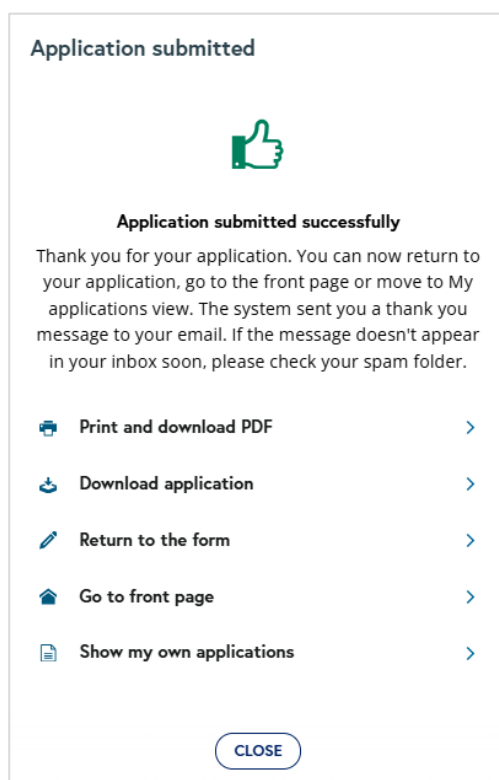
The screenshot shows the 'Work Experience' section. At the top, there is a red exclamation mark icon and the heading 'Work Experience', with a 'CLOSE' link on the right. Below the heading, a red warning message says: 'Add at least one work experience or select "I have no work experience".' There is a 'Show help' link with a dropdown arrow. A light gray box contains the text 'No work experience added' and 'Add work experience to your application below'. Inside this box, a button labeled '+ ADD WORK EXPERIENCE' is highlighted with a red rectangle. At the bottom of the section, there is a checkbox labeled 'I HAVE NO WORK EXPERIENCE'.

In this view, you can view the information you have filled in by clicking on the section in question. When all the required fields are filled in, the view looks like this:

The screenshot shows the 'Application for the job' interface. At the top right, a red status bar indicates 'APPLICATION NOT SUBMITTED'. On the left, a list of sections is shown, each with a green checkmark and an 'OPEN' button: Basic Information, Education, Courses, Work Experience, Job specific information, and Attachments. On the right, the 'Application completion' progress bar is at 100%. A blue box contains a message: 'Welcome to fill out the application. You must fill in all mandatory fields before you can proceed to the preview.' Below this, it says 'Application edited 26.03.2025 14:15' and features a blue 'PREVIEW >' button. At the bottom right, there is a dropdown menu labeled 'Other actions'.

Once you have checked that the information filled in in the application is correct, you can send the application. By clicking **Send application**, the application will be sent directly to the employer.

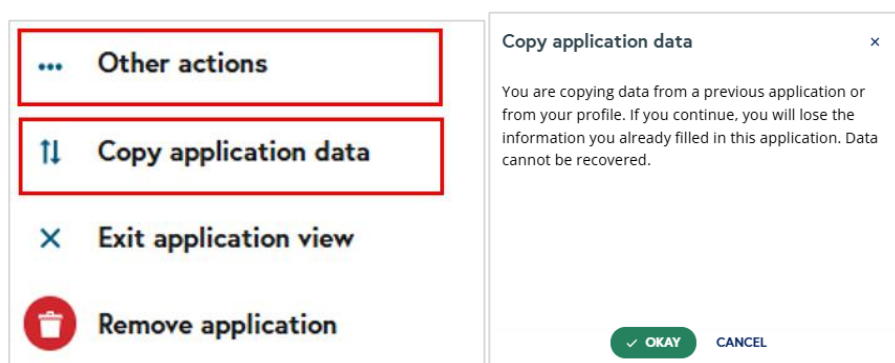
This screenshot focuses on the 'Application completion' section, which is at 100%. A blue box with an exclamation mark icon contains the text: 'First check the information you have entered and then submit the application by clicking the button below.' Below this, it states 'Application edited 26.03.2025 15:36' and features a prominent blue 'SEND APPLICATION >' button. At the bottom, there is a dropdown menu labeled 'Other actions'.



6.2 Copying data

Once you have filled in the information in your own profile or filled in an application, you can make it easier to fill in future applications by copying the information from the profile or from the previous application.

If you don't already have any information filled in in your profile, the system will ask you before sending if you want to copy the information to your profile at the same time:



When you click Okay, you'll be prompted to choose where to import the data from. The options are to copy the information from your own applicant profile or from

previous applications. The information you fill in the application will be copied to the bottom of your profile, and you can later use that information to fill in new applications.

How do you want to start?

You are applying for Hallintosihteeri. Do you want to copy information from your profile or previous applications?

Choose where to copy the data from

☒ **Copy from profile**
You can copy information from your applicant profile

☐ **Copy from previous applications**
You can copy information from a selected previous application

CONTINUE

NO THANK YOU, SKIP THE IMPORT

Select a previous application

You can copy the information from your previous application. If you have submitted applications, the five most recent applications you submitted will be displayed here, from which you can copy information. Please note that the information in "Job specific information" section is not copied, but must be added to the application separately.

Select application *

Sijaisia Auringon päiväkotiin
28.02.2025 14:38

Opettajien sijaisuudet
28.02.2025 14:36

SELECT

CANCEL

You can also copy the information to your profile later from any application submitted. Go to the submitted application and select **Other actions** and **Copy to profile**.

... Other actions

Print and download PDF

Download application

Copy to profile

Exit application view

Remove application

^

>

>

>

>

>

Copy to profile ×

Do you want to update your applicant profile with the information from this application?

✓ OKAY

CANCEL

When you open a new application form, you will be asked the following:

How do you want to start?

You are applying for Hallintosihteeri. Do you want to copy information from your profile or previous applications?

Choose where to copy the data from

☒ **Copy from profile**
You can copy information from your applicant profile

☐ **Copy from previous applications**
You can copy information from a selected previous application

CONTINUE NO THANK YOU, SKIP THE IMPORT

The Copy from profile option copies the information from your profile, and **the Copy from previous application** option allows you to select the previous application from which the information is copied.

The following information is copied to the application: basic information, qualifications, further and continuing education and work experience. Job-specific questions will not be copied even if you copy the information from the previous application, as this information is assumed to be recruitment-specific.

You can also copy information from previous applications to an incomplete application.

... Other actions

⇅ Copy application data

✕ Exit application view

Remove application

How do you want to start?

You are applying for Hallintosihteeri. Do you want to copy information from your profile or previous applications?

Choose where to copy the data from

☒ **Copy from profile**
You can copy information from your applicant profile

☐ **Copy from previous applications**
You can copy information from a selected previous application

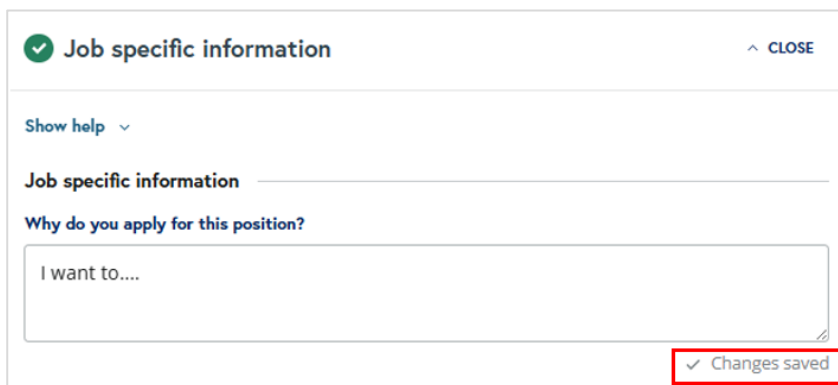
CONTINUE NO THANK YOU, SKIP THE IMPORT

Information can only be copied to an incomplete application, i.e. if you have already submitted an application, it is no longer possible to copy information from your profile or previous applications. However, the submitted application can be edited.

6.3 Edit applications

If necessary, the submitted applications can be edited within the application period. The applications that you can edit can be found on the My applications tab in the section "Applications in active recruitments". Click on the application you want to open and make the necessary changes on the tabs. Please check the application deadline. If the application period has expired, the application can only be opened for viewing.

Once you have made the changes, the information will be updated automatically in the application and you do not need to send it separately. Of the saved changes, the green bar is symbolized by the update of the green barb and the "Changes saved" at the bottom.



The screenshot shows a web form titled "Job specific information" with a green checkmark icon and a "CLOSE" button. Below the title is a "Show help" link. The form contains a section labeled "Job specific information" with a sub-header "Why do you apply for this position?". Below this is a text input field containing the text "I want to....". At the bottom right of the form, a red-bordered box contains a green checkmark and the text "Changes saved".

You can do the following things with the application:

Application completion100 %

!

Welcome to fill out the application. You must fill in all mandatory fields before you can proceed to the preview.

Application edited
27.03.2025 09:15

PREVIEW >

⋮ Other actions ^

⇅ Copy application data >

✕ Exit application view >

🗑 Remove application >

Preview: In the preview, you can review the information you've filled in before submitting and then submit your application. The required information must be filled in before you can proceed to the preview.

Copy application data: You can copy information from a previous application or profile. If you continue, you will lose the information you have already filled in this application. The data cannot be recovered.

Exit application view: You can exit the application form. Choose from the options where you want to go.

Remove application: Removing the application will delete the application from the system and you will not be able to see its details. In addition, when you enter the preview phase, there are actions such as:

Application completion100 %

!

First check the information you have entered and then submit the application by clicking the button below.


Application edited
27.03.2025 09:15

SEND APPLICATION >

...


Other actions

^




Print and download PDF

>




Download application

>




Copy to profile

>



Exit application view

>



Remove application

>

Print and download PDF: You can print and download PDF the application.

Download application: You can download your profile information as a json file to your computer

Copy to profile: You can update your candidate profile information with the information in this application form. You can also copy the information to your profile later from any application submitted.

7. Substitute recruitments

Substitute recruitments are used to compile a register of short-term substitutes. After submitting your application, you must go to the employer for an interview. The interview will look at which units you could work in and what tasks you are suitable for. After this, the employer can send you gig offers using the Kuntarekry system.

You can submit a substitute application in two different ways: by filling in the application form for the employer's own gig job advertisement or by filling in the [application](#) advertisement in the Kuntarekry system. Some employers may have a single gig job advertisement or sector-specific advertisements for teachers and practical nurses, for example. Employers' substitute recruitment practices vary, so we recommend that you find out about the practices of the employers you are interested in directly from the employer. Not all employers using Kuntarekry manage their substitute registers through Kuntarekry.

Applying for substitute recruitment is done in almost the same technical way as applying for targeted recruitment presented in section 6. In the following paragraphs, we have gone through the features related to filling in a substitute application.

7.1 Type of the application

On the substitute register, you have one application that you can send to different employers. The application in the substitute register is separate from your own profile and targeted recruitments, so it is not possible to copy the information from your own profile to the substitute application. Updates to work experiences and training must be made directly to the substitute application submitted.

7.2 Interest and availability

On the Interest tab, you define which employers your application will be visible to. If you are filling out an application form for a specific employer's gig advertisement, your application will automatically be visible to them, but with the help of interest questions, you can expand the visibility of your application to other employers as well.

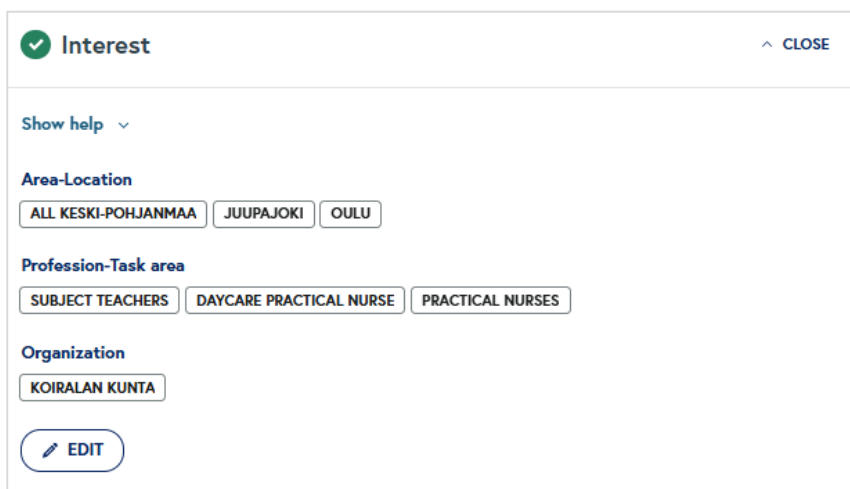
In the following example image, the applicant is filling in a substitute application. By answering the question *"Region/municipality where I want to work"*, the applicant has expressed an interest in working in certain areas.

In other words, employers who operate in the Central Ostrobothnia, Juupajoki or Oulu regions can see their application in addition to the municipality of Koirala. By answering this question, the applicant will be able to make their application visible to all organisations operating in the areas in question that use the Kuntarekry system. For example, with the Oulu selection, the application can be seen by both the City of Oulu and the wellbeing services county of North Ostrobothnia, as well as other employers operating in the area who use the Kuntarekry system.

The region/municipality and the job areas/tasks you are interested in affect which employer organization sees your application. Employers who operate in the municipalities and areas of responsibility you select for this purpose will be able to see this application. That is, when you select a specific area, select the task area as well.

The applicant has also expressed an interest in the job areas shown in the picture in the question *"Job areas/tasks I am interested in"*. When searching for substitutes in the system, employers can also narrow down their search based on the job area.

The selections in the *"Employer organisations I am interested in"* question will make the applicant's application visible to the employers in question that have been selected for this purpose.



The screenshot shows a web form titled "Interest" with a green checkmark icon and a "CLOSE" link. Below the title is a "Show help" link. The form is divided into three sections: "Area-Location", "Profession-Task area", and "Organization".

Area-Location

ALL KESKI-POHJANMAA JUUPAJOKI OULU

Profession-Task area

SUBJECT TEACHERS DAYCARE PRACTICAL NURSE PRACTICAL NURSES

Organization

KOIRALAN KUNTA

EDIT

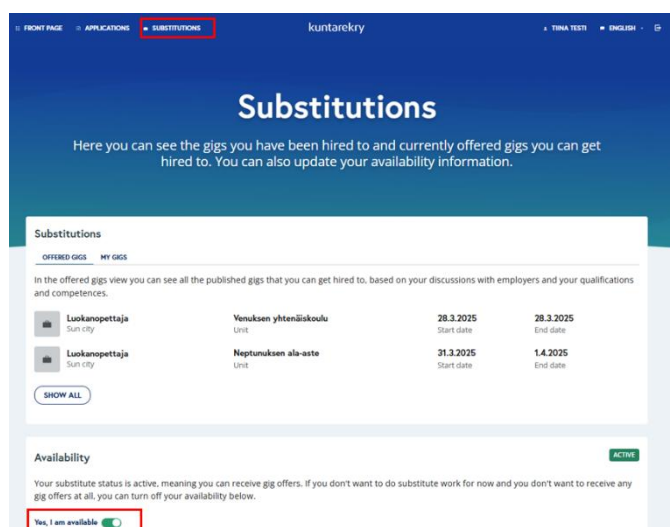
When submitting the application, you can already mark your availability for gig work for information to employers on the Availability tab of the application. More detailed instructions on how to use the availability calendar are described in section 5.7 of this document.

7.3 Updating the availability of a substitute application

The availability calendar must be updated at least every three months to keep the application in the Available status. If you do not update your availability calendar at least every three months, the system will automatically change the status of your application to Unavailable, and you will not receive any gig offers at all.

The system automatically sends a reminder message two months after the last edit, i.e. one month before the application goes to the Not available status. The message reads as follows:

"Your substitute application in the Kuntarekry recruitment system will soon change to Unavailable, because you have not updated your substitute application in the last #month# [number] months, and you have not been selected as a substitute through the system during this time. If you want your application to remain active in the Kuntarekry system, please update your application via the address: www.kuntarekry.fi. Log in to the applicant's desktop and update your information. This message was sent by the automatic checker of the Kuntarekry system, please do not reply to this message. If necessary, you can contact Kuntarekry's support services."



You can update your availability by logging in www.kuntarekry.fi website to your availability information on the Substitutes tab. Availability is updated when you change the availability information for a specific point in time or click the Yes I'm available button. The three-month period starts from the beginning from this moment.

8. Open call recruitments

It is also possible to submit an open application in Kuntarekry if the employer does not have a suitable job available for you at the moment. An open application is not automatically transferred to recruitments for which a separate job advertisement has been published. Apply for the position through the job advertisement in question. Employers randomly browse open applications according to their varying recruitment needs. Employers can use open applications when applying for an employee, for example, fixed-term employment relationship.

You can submit an open application in two different ways: by filling in the employer's own open application recruitment application form or by filling in the application form of *Kuntarekry's Open application to the Kuntarekry system*. Through the employer's own recruitment, the application will be made available to the employer in question, but through Kuntarekry's general open search recruitment, you can specify which employers will show your application with the help of questions of interest.

On the application form for open application recruitment, you can specify how long your application will be visible to employers. You can set the validity of the application for a maximum of two years from the current date.

Applying for open call recruitments is done in almost the same technical way as applying for targeted recruitment presented in section 6. Instructions for questions of interest are presented in section 7.2.