

Instructions for relocation allowance application

Targeted Mobility Scheme (TMS)/Your first EURES job (YfEj) Sweden

Please follow these instructions and tick off the attached items.

- **The application must be sent at the latest the day before you leave your country of residence and before the first day of work.**
- The project will ask your employer to send in a Confirmation of employment no later than 4 weeks after your first day at work.

Checklist

- **Fill out the application form on screen or fill in using capital letters.**
- **Fill in all requested information in the application form, including the questionnaire.**
- The page requiring date and handwritten signature must be printed out and scanned as a pdf.
- Attach the application form and all supplementary documents listed below:

1 Relocation allowance application.pdf

The application form, including date and your handwritten signature.

2 Travel documents.pdf

Copy of your travel documents (or bookings) connected to your move to your new country of residence. In case of travel by car, keep all receipts of your journey showing both the dates and the different locations of purchases. Copies of these receipts must be sent in for your application to be processed.

3 ID.pdf

Copy of passport or national identity card.

4 Record.pdf

Copy of qualifications/diploma/CV.

5 Job vacancy.pdf

Copy of the job advertisement you applied for showing the details of the job tasks.

Please e-mail your application and supplementary documents to one of the mailboxes listed on www.yourfirsteuresjob.se. Choose your country of residence, or else send it to Sweden.

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Relocation allowance application

Targeted Mobility Scheme (TMS) / Your first EURES job (YfEj) Sweden

- It is mandatory to contact a EURES Adviser/staff/Public Employment Service officer, in order to receive mobility support: matching to jobs abroad, contact with employers with recruitment needs and information on how to prepare before taking up a job abroad.

Name of EURES Adviser/staff/PES officer:.....

E-mail and country:.....

Applicant personal information (please type or use capital letters)

Please provide your name as it appears on your passport

Surname:

First name:

Date of birth:.....For Swedish citizens=pers.nr.....

Nationality:..... E-mail:.....

Current address before relocation:

Street name and number:.....

.....

Postcode: City:.....

Country:.....

Have you already applied for any form of financial support through *TMS/YfEj*?

yes no

If yes, please specify type of support and date:

About the job: I hereby declare that I have been employed by:

Company name:..... Registration number:.....

Contact person at the company:.....

E-mail address of the contact person:.....

Street name and number:.....

Postcode and city:..... Country:.....

Starting date:..... Duration of the contract:.....

Weekly working hours:.....

Job title:

I the undersigned hereby confirm that:

- I do not receive a relocation package from my employer including paid travel and temporary accommodation.
- I do not benefit from any other EU grant (from TMS/YfEj or other EU programme) or employer organisation's subsidy for my relocation.
- The information given in this form is correct.
- The financial support provided will be used according to the current funding regulations of TMS/YfEj.
- I am available to provide any additional information deemed necessary by TMS/YfEj.
- I understand and accept that TMS/YfEj reserves the right to check the information given by contacting the employer to make sure that I fulfill the criteria for receiving financial support TMS/YfEj.
- I am also aware that TMS/YfEj has the right to check ex-post that any allowance provided has been used for the requested purpose, and to claim refunding in the case of non-compliance.
- I will inform TMS/YfEj immediately if I for some reason terminate my job contract before 6 months duration. If I do not have duly motivated and lawful reasons to do so I will be obliged to reimburse this financial support.
- I agree that all data provided related to this application can be collected and used for monitoring purposes by the European Commission/external contractor in accordance with applicable data protection rules. No privacy data will be disclosed publicly.

Date: Handwritten signature:.....

Please be aware of

- Terms and conditions when leaving your country in case you receive unemployment benefits, social security or other kinds of subsidy.
- Your country's tax conditions when receiving the financial support.

Questionnaire (It is obligatory to fill in the questionnaire)

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Your gender

- Male
- Female

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Your age

- 18-22 years old
- 23-26 years old
- 27-30 years old
- 31-35 years old
- 36-40 years old
- 41-50 years old
- 51-59 years old
- 60+ years old

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Highest level of education obtained

- Basic (Primary – lower secondary education) (ISCED 0-2)
- Secondary (Upper secondary/Post-secondary non-tertiary education) (ISCED 3-4)
- Higher (Short-cycle tertiary education/Bachelor, Master, Doctoral or equivalent) (ISCED 5 or higher)

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Your situation at the time of application

- Unemployed
- Employed part-time
- Employed full-time
- In apprenticeship/traineeship
- In education

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Do you have previous work experience

- Yes
- No

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Do you have previous work experience abroad

- Yes
- No

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Have you participated in other EU mobility schemes (e.g. Erasmus, Leonardo)

- Yes
- No

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What occupational group (ISCO) does most closely resemble the job you are applying for

- Legislator, senior officials and manager
- Professionals
- Technicians and associate professionals
- Clerks
- Service workers and shop and market sales workers
- Skilled agricultural and fishery workers
- Craft and related trades workers
- Plant and machine operators and assemblers
- Elementary occupations

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What sector (NACE) does most closely resemble the one you have applied for a job in

- Agriculture, Forestry and Fishing
- Mining and Quarrying
- Manufacturing
- Electricity, Gas, Steam and Conditioning Supply
- Water Supply, Sewerage, Waste Management and Remediation Activities
- Construction
- Wholesale and Retail Trade; Repair of Motor
- Transportation and Storage
- Accommodation and food service activities
- Information and Communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific and technical activities
- Administrative and Support Service Activities
- Public Administration and Defence; Compulsory Social Security
- Education
- Human Health and Social Work Activities
- Arts, Entertainment and Recreation
- Other Service Activities
- Activities of household as employers, undifferentiated goods and services producing activities of household for own use
- Activities of extra territorial organisations and bodies

Please note that all personal data provided will be kept confidential.