

Instructions for recognition allowance application *Targeted Mobility Scheme (TMS)/Your first EURES job (YfEj) Sweden*

Please follow these instructions and tick off the attached items.

- In order to apply, an **official recognition process** must have been initiated. It is not possible to claim reimbursement for translation expenses if there is no official recognition process.
- A recognition process means that you have submitted **an official request** to request the recognition of your academic and/or professional qualifications to **the competent clarification body/ authority** in the new country of work. This in order to perform your duties and be in conformity with legal requirements of the country of destination.

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 that requires date and handwritten signature, must be printed out and scanned as a pdf.
- Attach the application form and all supplementary documents listed below:

- 1 Recognition allowance application.pdf**
The application form including date and your handwritten signature.
- 2 ID.pdf**
Copy of passport or national identity card.
- 3 Qualifications.pdf**
Copy of academic and/or professional qualifications.
- 4 Submission recognition request.pdf**
Copy of the official request form for the recognition sent to the competent clarification body/authority, or equivalent.
- 5 Receipts.pdf**
Proof of payment for the recognition of qualifications process.

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.

Updated 2020-01-14

Recognition 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: Current country of residence:

Street name and number:

.....

Postcode: City:

Country: Phone number:

E-mail address:

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 new job connected to the application:

- I have been **pre-selected** or **recruited for a job at:**

Company name:.....

Contact person:.....

E-mail address:.....

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

Job title:

- I have **not yet been recruited** but the recognition of my qualifications will increase my chances of finding a job

Country where I am looking for jobs:

Job title:

I the undersigned hereby confirm that:

- In order to perform my duties and be in conformity with legal requirements of the country of destination, or in order to be eligible to apply for a job (if I have good chances of finding a job), I need to have my qualifications recognized.
- An official request for the recognition has been made to the competent clarification body/authority.
- The recognition process is not already financed by my employer or other organisation.
- I do not benefit from any other EU grant (from *TMS/YfEj* or other EU programme) or employer organisation's subsidy for the recognition process.
- The information given in this form is correct.
- I am available to provide any additional information deemed necessary by *TMS/YfEj*.
- I understand and accept 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 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)

1 of 9

Your gender

- Male
- Female

2 of 9

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

3 of 9

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)

4 of 9

Your situation at the time of application

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

5 of 9

Do you have previous work experience

- Yes
- No

6 of 9

Do you have previous work experience abroad

- Yes
- No

7 of 9

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

- Yes
- No

8 of 9

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

9 of 9

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.