

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

Please follow these instructions and tick off the attached items.

- **The application can only be processed if you have already applied for/been granted financial support for a job interview and/or relocation expenses through TMS/YfEj Sweden.**
- Supplementary allowance can only be applied for if the costs of attending an interview and/or moving and settling in a new country **exceeds** the allowance for interview and/or relocation already granted.

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 pdf.
- Attach the application form and all supplementary documents listed below:

- 1 Supplementary trip allowance application.pdf**
The application form including date and handwritten signature.
- 2 Motivation.pdf**
Written explanation on the need for a supplementary trip allowance (i.e. disability, disadvantaged social/economic background or significant geographical distance).
- 3 Receipts.pdf**
Copy of receipts / invoices proofing the need for a supplementary trip allowance.
- 4 Travel documents.pdf**
Copy of your travel documents (or bookings) connected to either your travel to the job interview or to your new country of work. 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.
- 5 ID.pdf**
Copy of passport or national identity card.

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

Supplementary trip 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:

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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:

I have already applied for financial support regarding a job interview and/or relocation at:

Company name:

Registration/org.number:

Contact person:

E-mail address:

Duration of the contract:

Job title:

Interview date/Starting date:

Applicant: I, the undersigned, hereby confirm that:

- **The cost of attending an interview and/or moving and settling in a new country generates an extraordinary financial burden on my charge. The cost exceeds the allowances for interview and/or relocation already granted. I therefore apply for a supplementary trip allowance.**
- 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 all information given to make sure that I fulfill the criteria for receiving financial support from *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.
- The maximum allowance that may be provided to any candidate will be limited to the actual declared and approved costs and will not exceed the limit set by the programme.
- **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 36-40 years old
 23-26 years old 41-50 years old
 27-30 years old 51-59 years old
 31-35 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.