

## Instructions on how to apply for relocation support

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.
- Send in the application by e-mail, see e-mail addresses below.
- Attach the application form and all supplementary documents listed below:

**1 Application for financial support for relocation expenses.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 Job vacancy.pdf**  
Copy of the job advertisement you applied for showing the details of the job tasks.

**5 Record.pdf**  
Copy of qualifications/diploma/CV.

Please e-mail your application and supplementary documents to the mailbox of any of these countries. Choose your country of residence, or else send it to Sweden.

Azores Reg. Government: [yfej.dregp@azores.gov.pt](mailto:yfej.dregp@azores.gov.pt)  
Denmark: [jkuyfej@bif.kk.dk](mailto:jkuyfej@bif.kk.dk)  
Ireland: [yfej@welfare.ie](mailto:yfej@welfare.ie)

Portugal: [yfej@iefp.pt](mailto:yfej@iefp.pt)  
Slovenia: [yfej@ess.gov.si](mailto:yfej@ess.gov.si)  
Sweden: [yfej@arbetsformedlingen.se](mailto:yfej@arbetsformedlingen.se)

For further information please visit [www.yourfirsteuresjob.se](http://www.yourfirsteuresjob.se)

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## Application for financial support for relocation expenses

- It is mandatory to contact a EURES Adviser/staff/Public Employment Service officer, in order to receive the following 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 Your first EURES job?

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:.....

Job title:.....

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

Weekly working hours:.....

**I the undersigned hereby confirm that:**

- **I do not receive a relocation package from my employer or other organization including paid travel and temporary accommodation.**
- The information given in this form is correct.
- The financial support provided for relocation expenses will be used according to the current funding regulations of Your first EURES job.
- I will send in all supporting documents as required by Your first EURES job.
- I understand and accept that Your first EURES job reserves the right to check all information given by contacting the employer etc to make sure that I fulfill the criteria for receiving financial support from Your first EURES job.
- I will inform Your first EURES job 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 data provided in this application can be collected and used for monitoring purposes in accordance with national data protection rules.

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

3 of 9

### Highest level of education obtained

- Basic (Primary – lower secondary education)  
 Secondary (Upper secondary/Post-secondary non-tertiary education)  
 Higher (Short-cycle tertiary education/Bachelor, Master, Doctoral or equivalent)

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 does most closely resemble the job you are applying for

- |  |   |
|--|---|
| <input type="checkbox"/> Legislator, senior officials and manager          | <input type="checkbox"/> Skilled agricultural and fishery workers   |
| <input type="checkbox"/> Professionals                                     | <input type="checkbox"/> Craft and related trades workers           |
| <input type="checkbox"/> Technicians and associate professionals           | <input type="checkbox"/> Plant and machine operators and assemblers |
| <input type="checkbox"/> Clerks  | <input type="checkbox"/> Elementary occupations                     |
| <input type="checkbox"/> Service workers and shop and market sales workers |   |

9 of 9

**What sector 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.**