

Template for an integration programme

The purpose of this template is to make it easier for the employer to apply for financial support for an integration programme, by exemplifying the content.

The employer can choose to:

- use this template,
- modify it to suit their needs,
- create their own.

Instructions:

- To be eligible to apply, the recruiting employer must provide *Your first EURES job* Sweden with a detailed integration programme for their newly employed candidate.
- The integration programme has to be started within the first three weeks of employment.
- Extent and content of the integration programme may vary depending on the needs of the recruiting employer.
 - If applying for a **basic** integration programme, at least **one** item within *Training modules* needs to be chosen/filled in.
 - For a **comprehensive** integration programme, at least one item within *Training modules* must be chosen/filled in **combined with** *Administrative support and settlement facilitation* (mandatory).
- In case of the recruitment of more than one candidate, please send one integration programme per newly recruited employee.
- Please note that the integration programme has to be signed by both the employee and the employer/mentor.

The training can vary from individual to group training, conventional 'classroom training' to on-the-job training (e.g. job shadowing, mentoring) or distance training (e.g. e-learning, blended training) or include also other training methods.

Integration programme

Name of employer:

Name of mentor:

Name of newly recruited employee:

Employee, date of birth: Nationality:.....

Starting date of the employment:/...../20.....

Starting date of the integration programme:/...../20.....

Date	Total hours	Content	Yes	No
		<i>Training modules</i>		
		Introduction to the company		
		Mentoring		
		Technical training		
		Vocational training		
		Language training		
		Specific course		
		Other		

Date	Total hours	Content	Yes	No
		<i>Administrative support and settlement facilitation</i>		
		Help with registration in the new country (residency)		
		Assistance in finding accommodation		
		Help with Tax Authorities		
		Help with Social Insurance		
		Assistance in opening a bank account		
		Other (please specify)		

I hereby confirm, that the integration programme has started/ is completed.

Employer/Mentor signatureDate/...../20.....

Employee signature Date/...../20.....

Company stamp (if available):