

Instructions for relocation allowance application

Targeted Mobility Scheme (TMS) Sweden

Please follow these instructions and tick off the attached items.

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.

- 1. Relocation allowance application.pdf**
The application form, including date and your handwritten signature **must be sent at the latest the day before you leave your country of residence and before the first day of work.**

Only the actual application form must be sent in advance. The supplementary documents listed below could be sent either together with the application form or later. Please note that the application can only be processed when all the requested documents have been sent.

- 2. Job vacancy.pdf**
Copy of the job advertisement you applied for showing the details of the job tasks.
- 3. Employment contract.pdf**
Copy of the employment contract signed by both you and the employer.
- 4. 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.
- 5. ID.pdf**
Copy of passport or national identity card.
- 6. Record.pdf**
Copy of qualifications/diploma/CV.
- 7. IBAN.pdf**
Copy of a Bank statement that shows that you are the holder of the bank account with complete IBAN and BIC/SWIFT.

The project will ask your employer to send in a Confirmation of employment no later than 4 weeks after your first day at work.

Find more information on www.euresmobility.se. Send your application and supplementary documents to the appropriate EURES partner, see list under *Contact and Consortium organisations*.



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- It is mandatory to contact a EURES Adviser/staff/Public Employment Service officer, 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:.....

Your 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:

- **The information given in this form is correct.**
- **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 or other EU programme) or employer organisation's subsidy for my relocation.**
- The financial support provided will be used according to the current funding regulations of TMS.
- I am available to provide any additional information deemed necessary by TMS Sweden.
- I understand and accept that TMS Sweden reserves the right to check the information given by contacting the employer to make sure that I fulfill the criteria for receiving financial support from TMS.
- I am also aware that TMS Sweden 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 Sweden 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)

1 of 9

Your gender

- Male
 Female

2 of 9

Your age

- 18-22 years old 35-40 years old
 23-26 years old 41-49 years old
 27-30 years old 50-59 years old
 31-34 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
 Long-term unemployed
 Employed part-time
 Employed full-time
 In education/apprenticeship/traineeship
 Other

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.

