

Instructions for language course allowance application *Targeted Mobility Scheme (TMS) Sweden*

Please follow these instructions and tick off the attached items.

- **The application form must be sent well ahead, at least 2 weeks before the start of the language course.**
- If you have already relocated and started your new job, your application to start a language course must be made as soon as possible. The course should start within the first 2 months of your employment.
- Please note, you cannot start your language course until you have received authorisation from TMS Sweden.
- The application can only be processed when all requested documents have been sent.
- If TMS Sweden authorises your language course, you will receive a Payment Request form with instructions on how to claim reimbursement of your actual costs for the course.

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. Language course allowance application.pdf**
The application form including date and your handwritten signature.
- 2. Course offer.pdf**
Detailed course offer from the language school: description of the course and indication of start date, duration, content/level and total cost are all mandatory.
- 3. Motivation language course.pdf**
If you are recruited or pre-selected, the motivation on the need of attending a language course must be written by the employer.
If you are not yet pre-selected for a job, the motivation on the need of attending a language course must be written by the EURES adviser involved with the job search in another EU country.
- 4. ID.pdf**
Copy of passport or national identity card.
- 5. Record.pdf**
Copy of qualifications/diploma/CV.

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*.



Updated October 2022

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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:..... 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 language course will increase my chances of finding a job

Country where I am looking for jobs:

Job title:

Language school information:

The language course will be held in (Country/city)

Name of language school:.....

Language and level: Cost:.....

Starting date:..... Length of the course:.....

I the undersigned hereby confirm that:

- **The information given in this form is correct.**
- The language course I am applying for is not already financed by my employer or other organisation.
- I do not benefit from any other EU grant (from *TMS* or other EU programme) or employer organisation's subsidy for this language course.
- The financial support provided for a language course 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 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:



Questionnaire (It is obligatory to fill in the questionnaire)

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Your gender

- Male
 Female

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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

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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)

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Your situation at the time of application

- Unemployed
 Long-term unemployed
 Employed part-time
 Employed full-time
 In education/apprenticeship/traineeship
 Other

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Do you have previous work experience

- Yes
 No

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Do you have previous work experience abroad

- Yes
 No

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

- Yes
 No

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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

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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 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.

Please note that all personal data provided will be kept confidential.

