

## Instructions for supplementary trip allowance application *Targeted Mobility Scheme (TMS) Sweden*

Please follow these instructions and tick off the attached items.

- **A 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 the interview and/or relocation already granted.**
- And, you must already have applied for/been granted financial support for a job interview and/or relocation expenses through *TMS* Sweden.

### 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 proving the need for a supplementary trip allowance.
- 4. ID.pdf**  
Copy of passport or national identity card.
- 5. IBAN.pdf**  
Copy of a Bank statement that shows that you are the holder of the bank account with complete IBAN and BIC/SWIFT.

Find more information on [www.euresmobility.se](http://www.euresmobility.se). Send your application and supplementary documents to the appropriate EURES partner, see list under *Contact and Consortium organisations*.



Updated October 2022

## Supplementary trip allowance application

### Targeted Mobility Scheme (TMS) Sweden

- 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: .....



I have already been granted financial support for 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 information given in this form is correct.**
- **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 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 all information given 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.
- 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)

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

