



Instructions on how to apply for a supplementary allowance

Please follow these instructions and tick off the attached items.

- **The application can only be processed if you have already applied for/been granted financial support for a job interview or for relocation expenses through Your first EURES job Sweden.**
- 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 interview and/ or relocation that has already been granted.

Checklist

- Fill in 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.
- 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 supplementary relocation allowance.pdf

The application form including date and handwritten signature.

2 Motivation.pdf

Written explanation on the need for supplementary allowance (i.e. disabilities, social background or geographical distance)

3 Receipts.pdf

Copy of receipts / invoices proofing the need for supplementary allowance.

4 Travel documents.pdf

Copy of your travel documents (or bookings) connected to either your travel to the job interview or 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.

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
Denmark: jkuylfej@bif.kk.dk
Ireland: yfej@welfare.ie

Portugal: yfej@iefp.pt
Slovenia: yfej@ess.gov.si
Sweden: yfej@arbetsformedlingen.se

For further information please visit www.yourfirsteuresjob.se

Updated 2019-02-18

Application for supplementary trip allowance

- 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:.....Current country of residence:.....

Street name and number:.....

.....

Postcode:..... City:.....

Country:..... Phone number:.....

E-mail address:.....

Have you already applied for any other form of financial support through Your first EURES job?

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:.....

Job title:.....

Duration of the contract:.....

Interview date/Starting date:.....

I the undersigned hereby confirm that:

- **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 information given in this form is correct.
- The financial support provided for a supplementary trip allowance 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 to make sure that I fulfill the criteria for receiving financial support from Your first EURES job. Otherwise I must reimburse the financial support.
- 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 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)

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Your gender

- Male
- Female

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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)

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Do you have previous work experience

- 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 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

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Your age

- 18-22 years old
- 23-26 years old
- 27-30 years old
- 31-35 years old

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Your situation at the time of application

- Unemployed
- Employed part-time
- Employed full-time
- In apprenticeship/traineeship
- In education
- Other:.....

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Do you have previous work experience abroad

- Yes
- No

- Skilled agricultural and fishery workers
- Craft and related trades workers
- Plant and machine operators and assemblers
- Elementary occupations

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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.