

Instructions on how to apply for financial support for an integration programme

Please note, only Small and Medium-sized Enterprises (SMEs) can be eligible for financial support. SMEs are businesses or other employer organisations with a staff of up to 250 workers.

Please follow these instructions and tick off the attached items.

- The application form must be sent at the latest the day before the start of the employment. The supplementary documents listed below can be sent after the employment has started.
- The integration programme must start within the first three weeks of work.

Checklist

- Fill in the application form on screen or fill in using capital letters.
 - The page that requires date and handwritten signature, must be printed out and scanned as pdf.
 - Send in the application by email, see the email addresses below.
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- 1 Application for financial support for integration programme.pdf**
The application form including date and handwritten signature.
 - 2 Company registration.pdf**
Proof of registration to ensure your legal establishment as an employer in the country of employment.
 - 3 Contract.pdf**
Copy of employment contract(s) of the person(s) you employ.
 - 4 ID.pdf**
Copy of passport(s) or national identity card(s) of the person(s) you employ.
 - 5 Travel documents.pdf**
Please note that the person(s) you employ must be able to provide their travel documents (or bookings) connected to their move to the new country of residence as it could be requested during the process of the application.

Important! After the employment has started, you will have to submit an **integration programme** signed by both the person(s) you employ and the mentor(s)/employer. The integration programme is a detailed training plan including a description of the integration activities: content, duration and participant(s).

For more information and examples of content, see our **Template for an integration programme**.

Please email 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: jkuvfej@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

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Application for financial support for an integration programme for SMEs (Small and Medium-sized Enterprises)

It is mandatory for employers to contact a EURES Adviser/staff/Public Employment Service officer in order to receive a mobility service package containing:

- recruitment services i.e. help to publish vacancies on the EURES portal and on job portals in other countries,
- matching of suitable candidates from abroad,
- information on what to think about before employing from abroad.

Name of EURES Adviser/staff/PES officer:.....

E-mail and country.....

Company information (please type or use capital letters)

Company name:.....

Registration/org. number..... Number of employees: up to 250 more than 250

Address head office:.....

Postcode and city:.....Country.....

Name of legal representative/executive officer:.....

E-mail address:.....

Have you previously applied for support for an Integration programme through Your first EURES job?

yes no

If yes, please specify date and number of recruited worker(s):

.....

Recruited worker(s)

Name	Date of birth	Nationality	Job title	Start date

Checklist of training and support activities

- An integration programme consists of a package of training and other post-placement support services, provided by the employer for the newly recruited worker(s). This to improve the candidate's skills, competences and adaptability to a "foreign working environment".
 - For more information and examples of content, see our **Template for an integration programme**.
 - The level of the training/learning components can vary from *basic* to *comprehensive* depending on whether it will be combined with administrative support and settlement facilitation or not, according to the needs and practices of the company.
- Basic** training (at least one of the *Training modules*)
- Comprehensive** training (at least one of the *Training modules* combined with *Administrative support and settlement facilitation*)

Training modules

	Yes	No
Job-related training (technical or vocational) to facilitate integration to the new work place		
Language training to improve command of the host country language		
Specific course (please specify):		
Other (please specify):		

Administrative support and settlement facilitation

(mandatory in the case of comprehensive training)

	Yes	No
Settlement assistance to facilitate integration in the new country		

Provisional duration of the integration programme:

Start date of the integration programme:

I, the undersigned, representative/executive officer of the company, confirm that:

- **The integration programme will start within the first three weeks of work.**
- The information given in this form is correct.
- The financial support provided for integration programme 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 am also aware that the Your first EURES job financial support for the costs of an integration programme can only be claimed after the worker(s) has/have commenced work, and I have sent the Payment Request form together with the integration programme signed by both the employee(s) and the mentor(s)/employer.
- I understand and accept that Your first EURES job reserves the right to check all information given to make sure that the company fulfills the criteria for receiving financial support from the project.
- I understand that this support is subject to approval from Your first EURES job.
- I will inform Your first EURES job immediately if I for some reason have to terminate the employment contracts of my recruited workers before 6 months duration.
- I understand that false or insufficient declarations are cause for the rejection of funding support or for claiming the refund of any amounts paid.
- I agree that the data provided in this application can be collected and used for monitoring purposes in accordance with national data protection rules.

Date: Handwritten Signature:

Tax conditions

For companies subjected to Swedish tax law

Companies receiving financial support for an Integration programme for one or more employees from another EU country are obligated to pay tax for the financial support to the Swedish government. Your first EURES job is not responsible for reporting to the Swedish government about the financial support.

For companies not subjected to Swedish tax law

Companies receiving financial support for an Integration programme for one or more employees from another EU country may be obligated to pay tax for the financial support. It depends on the tax conditions in the given country. Your first EURES job is not responsible for reporting to the government in the given country about the financial support.

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