

## Instructions for integration programme allowance application

### Targeted Mobility Scheme (TMS)/Your first EURES job (YfEj) Sweden

Please note, only Small and Medium-sized Enterprises (SMEs) can be eligible for financial support. SMEs are businesses or other employer organisations with 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.
- Fill in all requested information.
- The page that requires date and handwritten signature, must be printed out and scanned as pdf.

**1 Integration programme allowance application.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**.

You will also receive a Payment Request form with instructions in order to claim the allowance.

Please e-mail your application and supplementary documents to one of the mailboxes listed on [www.yourfirsteuresjob.se](http://www.yourfirsteuresjob.se). Choose your country of residence, or else send it to Sweden.

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## **Integration programme allowance application**

### ***Targeted Mobility Scheme (TMS) / Your first EURES job (YfEj) Sweden***

**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 TMS/YfEj?**

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 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 new country of work		

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.
- I am aware that the *TMS/YfEj* 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.
- The information given in this form is correct.
- I am available to provide any additional information deemed necessary by *TMS/YfEj*.
- The financial support provided for integration programme will be used according to the current funding regulations of *TMS/YfEj*.
- I will inform *TMS/YfEj* 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 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: .....

**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. *TMS/YfEj* 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. *TMS/YfEj* 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.