

Instructions for training programme funding application

EURES Targeted Mobility Scheme (TMS) Sweden

For Small or medium sized enterprises (SMEs) with less than 250 employees per recruiting entity.

A training programme cannot start before employment but must start at the latest two months after. It must be carried out and completed within the duration of this project (by May 2027).

Processing can take up to four weeks, so please submit your complete application as soon as possible.

To be sent before start of training programme:

(latest two months after employment start)

- ☐ **1. Training programme funding application.pdf**
All requested information on the application form must be provided, including your signature (handwritten or e-signature) and the questionnaire
- ☐ **2. Company registration.pdf**
Proof of registration to ensure your legal establishment as an employer in country of employment
- ☐ **3. Number of employees.pdf**
Copy of register stating the total number of employees at the recruiting company
- ☐ **4. Employment contract.pdf**
Copy of employment contract of the participating worker(s) signed by both you and the employee(s)

Please note, TMS Sweden might also request the following documents during the processing of the application:

- **Job vacancy.pdf**
Copy of the job advertisement published
- **CV.pdf**
CV of the participating worker(s)
- **ID.pdf**
Copy of passport or national identity card of the participating worker(s)
- **Travel documents.pdf**
The travel documents (or bookings) connected to the move to the new country of residence (only for newly recruited workers)

If TMS Sweden approves the training programme, you will receive a **Payment Request** form with instructions on how to claim the allowance, after the training programme has been initiated.

Find more information on www.euresmobility.se

Send your application and supplementary documents to the appropriate EURES TMS Sweden partner organisation, see list under *Partner organisations and contact information*.



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- It is mandatory to contact a EURES Adviser to receive recruitment services: matching of suitable candidates from abroad, information on what to think about before employing from abroad, and information about TMS Sweden eligibility criteria and conditions.

Name of EURES Adviser:

E-mail and country:

Employer information (please type or use capital letters)

Recruiting company name:

Registration/organisation number:

Address:

Postcode and city: Country:

Company contact person:

E-mail address of contact person:.....

Have you previously applied for funding for a training programme through EURES TMS?

☐ Yes ☐ No

If yes, please specify date and number of recruited workers:

.....



Training programme (can be internal or external)

- A training programme consists of a training course designed to address skills shortages based on needs. It is provided by the employer for the newly recruited worker.
- Training courses can take many forms, such as:
 - Re-skilling and/or upskilling to improve the worker's skills and competences required for the job
 - Soft-skills courses to better understand and faster integrate into the new company
 - Tailored language courses
- In case of external training, a cost breakdown must be attached to the application.

Brief description of training programme and learning components (below or in attachment)

The training is: internal or external

Start date of training programme:

End date of training programme:

Newly recruited worker information

Surname: First name:

Date of birth: Nationality:

E-mail address:

Employed as/job title: Employment starting date:

Planned length of employment: Working hours/ week:

It is possible for up to two existing workers to participate in the same training programme as the newly recruited worker. This provided they have a need to receive specialised training.

Existing worker information (if applicable)

Surname: First name:

Date of birth: Nationality:

Employed as/job title: Employment starting date:

Existing worker information (if applicable)

Surname: First name:

Date of birth: Nationality:

Employed as/job title: Employment starting date:

Company contact person: I hereby confirm that

- The information given in this form is correct.
- I will inform TMS Sweden immediately if I for some reason must terminate the employment contract of my newly recruited worker before 6 months duration. If there are no motivated and lawful reasons to do so, a demand for reimbursement will be considered.
- 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: Signature (handwritten/e-signed):



What sector (NACE) does most closely resemble your company's sector of work?

- ☐ 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

Tax conditions

Companies receiving TMS funding for a training programme may be obliged to pay tax depending on the tax conditions in the given country. TMS Sweden is not responsible for reporting to the tax authority in the given country.

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