

## Instructions on how to apply

Please follow these instructions and tick off the attached items.

- The application must be sent before the date of the interview.
- Please note that it is obligatory to send in Confirmation of attendance from the job interview, no later than 4 weeks after the interview.

## Checklist

- Fill out the application form on screen.
- Answer all questions in the application form, including the questionnaire.
- The page that requires date and handwritten signature, must be printed out and scanned as a pdf.
- Send in the application by e-mail, information below.
- Attach the application form and all requested supplementary documents in pdf as seen below in the following format:

- 1 Application for travelling expenses for job interview.pdf**  
The application form including date and handwritten signature.
- 2 Interview invitation.pdf**  
Interview invitation from the employer including date, time and place.
- 3 Travel documents.pdf**  
Copy of travel documents or bookings.
- 4 ID.pdf**  
Copy of passport or national identity card.
- 5 Record.pdf**  
Copy of qualifications/diploma/CV.
- 6 Job vacancy.pdf**  
Copy of job vacancy.
- 7 Bank.pdf**  
Copy of bank statement showing that you are the holder of the bank account. Must include IBAN and BIC/SWIFT.

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](mailto:yfej.dregp@azores.gov.pt)  
Denmark: [jkuyfej@bif.kk.dk](mailto:jkuyfej@bif.kk.dk)  
Ireland: [yfej@welfare.ie](mailto:yfej@welfare.ie)

Portugal: [yfej@iefp.pt](mailto:yfej@iefp.pt)  
Slovenia: [yfej@ess.gov.si](mailto:yfej@ess.gov.si)  
Sweden: [yfej@arbetsformedlingen.se](mailto:yfej@arbetsformedlingen.se)

For further information please visit [www.yourfirsteuresjob.se](http://www.yourfirsteuresjob.se)

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## Application for financial support regarding a job interview

- 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

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:.....

### About the job interview and the financial support

Company name:.....Registration number:.....

Address:.....Country:.....

Contact person:.....E-mail address:.....

Date for job interview:..... Name of occupation:.....

Duration of occupation:.....

Have you already benefited from any form of financial support through Your first EURES job?

yes  no

If yes, please specify type of support:.....

**Applicant bank account** (The allocation is done via bank transfer)

Name of the bank:.....

IBAN:.....SWIFT/BIC:.....

**Applicant: I the undersigned hereby confirm that**

- **The employer does not pay for my interview travel, and that I do not receive any other financial support.**
- The information given in this form is correct.
- The financial support provided for travelling expenses for job interviews will be used according to the current funding regulations of Your first EURES job.
- I understand and accept that Your first EURES job reserves the right to check the information given by contacting the employer to make sure that I fulfill the criteria for receiving financial support from Your first EURES job. Otherwise I must reimburse the financial support.
- **I will inform Your first EURES job immediately if I for some reason do not travel to the interview. And if I do not have duly motivated and lawful reasons to do so I will be obliged to reimburse this financial support.**

Date: ..... Your 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)

1 of 11

### Your gender

- Male  
 Female

2 of 11

### Your age

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

3 of 11

### Highest level of education obtained

- Basic (ISCED 0-2)  
 Secondary (ISCED 3-4)  
 Higher (ISCED 5 or higher)

4 of 11

### Your situation at the time of application

- Transition from (completed) education to work  
 Former trainee or apprentice  
 Inactive  
 Other:.....

5 of 11

### Are you registered unemployed at the time of application

- Yes  
 No

6 of 11

### Do you have previous work experience

- Yes  
 No

7 of 11

### Do you have previous work experience abroad

- Yes  
 No

8 of 11

### What is the duration of the job/traineeship you are applying for

- = 3 months (traineeship only)  
 > 3 months (traineeship only)  
 = 6 months  
 > 6 months

9 of 11

### Have you participated in other EU mobility schemes (e.g. Erasmus, Leonardo)

- Yes  
 No

## 10 of 11

**What occupational group does most closely resemble the job you are applying for**

- |  |   |
|--|---|
| <input type="checkbox"/> Legislator, senior officials and manager          | <input type="checkbox"/> Skilled agricultural and fishery workers   |
| <input type="checkbox"/> Professionals                                     | <input type="checkbox"/> Craft and related trades workers           |
| <input type="checkbox"/> Technicians and associate professionals           | <input type="checkbox"/> Plant and machine operators and assemblers |
| <input type="checkbox"/> Clerks  | <input type="checkbox"/> Elementary occupations                     |
| <input type="checkbox"/> Service workers and shop and market sales workers |   |

## 11 of 11

**What sector does most closely resemble the one you have applied for a job in**

- Agriculture, Forestry and Fishing
- Financial and Insurance Activities
- Mining and Quarrying
- Real Estate Activities
- Manufacturing
- Professional, Scientific and Technical Activities
- Electricity, Gas, Steam and Conditioning Supply
- Education
- Water Supply, Sewerage, Waste Management and Remediation Activities
- Public Administration and Defence; Compulsory Social Security
- Administration and Support Service Activities
- Construction
- Vehicles and Motorcycles
- Wholesale and Retail Trade; Repair of Motor
- Transportation and Storage
- Human Health and Social Work Activities
- Information and Communication
- Arts, Entertainment and Recreation
- Other Service Activities

**To be filled in by Your first EURES job – Targeted Mobility Scheme, Sweden**

The application is  granted  not granted by Your first Eures job Sweden.

Motivation if not granted:

.....  
.....

Verified by:.....

Date:.....

Confirmed by:.....

Date:.....

21	22	23	24	25	26	27
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Amount (EUR):.....