

## Instructions on how to apply

Please follow these instructions and tick off the attached items.

### 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 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 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 Introduction program.pdf**

Detailed training plan including content, duration and participant(s). Must include date and handwritten signature from both employee(s) and mentor(s).

**4 Bank.pdf**

Copy of bank statement showing that the company is the holder of the bank account. Must include IBAN and BIC/SWIFT.

**5 ID.pdf**

Copy of passport(s) or national identity card(s) of the person/s you employ.

**6 Contract.pdf**

Copy of employment contract(s) of the person/s you employ.

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: [jkuuyfej@bif.kk.dk](mailto:jkuuyfej@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)



Updated 2017-07-03

## Application for financial support for employer integration programme

- 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, as well as information on what to think about before employing from abroad.

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

E-mail and country.....

### General information

Company name:.....

Registration/org. number.....

Number of employees:.....

Legal representative:.....

Address of the head office:.....

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

Name and position of contact person:.....



With financial support from the European Union/2014-2020 EaSI programme.



Phone number:.....

E-mail address:.....

## Integration programme - checklist of training and support activities

**Basic** training (one of the following training modules)

**Comprehensive** training (at least one of the following training modules combined with administrative support and settlement facilitation)

	Individual training	Group training
Language training	<input type="checkbox"/>	<input type="checkbox"/>
Technical training	<input type="checkbox"/>	<input type="checkbox"/>
Business visits	<input type="checkbox"/>	<input type="checkbox"/>
Mentoring support	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Please specify:.....

Job vacancy(ies) concerned:.....

Number of recruited workers: .....

Surname	First name	Date of Birth	Nationality	Work starting date
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**Please attach a separate A4 page containing an Integration programme including**

- Detailed description of the Integration programme activities, including training content
- Provisional duration of the training module(s) (training hours or days per thematic module)
- In case of Comprehensive introduction training, please specify the Administrative support and settlement facilitation (It may include one or more of the following support items: residence registration, work permit, relocation, assistance to find housing, assistance to obtain recognition of qualifications, children's schooling, etc)

**I, the undersigned, representative / executive officer of the company**

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confirm that the newly recruited mobile worker(s) will, as from the first three weeks of work, benefit from a:

**basic** induction training or

**comprehensive** induction training

**I am also aware that Your first EURES job financial support for the costs of the Integration programme can only be claimed after the worker(s) has/have commenced work and I have sent in the Payment Request form together with a signed list of participants taking part in the trainings. This support is also subject to approval from the Your first EURES job.**

Name of legal representative / executive officer:

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Date (dd/mm/yyyy):.....Signature.....