



Instructions on how to apply for integration programme

Please follow these instructions and tick off the attached items.

- **The application must be sent at the latest the day before the start of the employment.**
- The integration programme must start within the first three weeks of work.
- A Payment Request form will be sent to you during the process of your application.

Checklist

- Fill out 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.
- Send in the application by e-mail, see e-mail addresses below.
- Attach the application form and all supplementary documents listed below:

- 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). Please note this document will need to be signed by both the person(s) you employ and the mentor(s) after the introduction has started/is over.
- 4 Contract.pdf**
Copy of employment contract(s) of the person(s) you employ.
- 5 ID.pdf**
Copy of passport(s) or national identity card(s) of the person(s) you employ.
- 6 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.
- 7 Bank.pdf**
Copy of bank statement showing that the company is 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
Denmark: jkuuyfej@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 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.....

Company information (please type or use capital letters)

Company name:.....

Registration/org. number..... Number of employees: up to 249 more than 250

Address of the head office:.....

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

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

E-mail address:.....

Have you already applied for integration programme support through Your first EURES job?

yes no

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

.....



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"/>

If other, please specify:

.....

.....

Job title of the recruited worker(s):

Number of recruited workers:

Please attach a separate A4 page containing an Integration programme including

- The name(s) of the person(s) you employ together with their date(s) of birth, their nationality(ies) as well as their respective starting date of employment at your company.
- A detailed description of the Integration programme activities, including training content.
- The estimated 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 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 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.
- 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.
- This support is also 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. If there has been unjustified and /or intentional breach of contractual obligations then Your first EURES job must recover the financial support.
- I agree that 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.



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