

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 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 reimbursement of costs with recognition of academic and/or professional qualifications.pdf

The application form including date and handwritten signature.

2 ID.pdf

Copy of passport or national identity card.

3 Qualifications.pdf

Copy of academic and / or professional qualifications.

4 Submission recognition request.pdf

Copy of the request of recognition sent to the competent clarification body.

5 Receipts.pdf

Copy of receipts proofing payment of cost for recognition of qualifications.

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

Updated 2017-07-03

Application for financial support for recognition of academic and/or professional qualifications

- 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: I, the undersigned,

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 address:.....

will greatly increase my chances of finding a job, or have been pre-selected or recruited for a job at:



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



Company name:.....

Registration/Org. number:.....

Contact person:.....

E-mail address:.....

Street name and number:.....

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

Name of occupation:.....

Duration of occupation:.....

Starting date:.....

In order to perform my duties and be in conformity with legal requirements of the country of destination, or in order to be eligible to apply for a job (if I have good chances of finding a job) I need to have my qualifications recognitions recognized. The costs incurred with the recognition of my qualifications may include certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests.

A financial support, of max EUR 400 may be claimed after you have sent your recognition request to the competent clarification body.

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

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

yes no

If yes, please specify type of support:

.....

.....

.....

Questionnaire (It is obligatory to fill in the questionnaire)

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Your gender

- Male
 Female

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Your age

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

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Highest level of education obtained

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

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Your situation at the time of application

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

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Are you registered unemployed at the time of application

- Yes
 No

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Do you have previous work experience

- Yes
 No

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Do you have previous work experience abroad

- Yes
 No

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

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

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

- Yes
 No

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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 | |

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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