



## Instructions on how to apply for relocation support

Please follow these instructions and tick off the attached items.

- **The application must be sent at the latest the day before you leave your country of residence and before the first day of work.**
- The project will ask your employer to send in a Confirmation of employment no later than 4 weeks after your first day at work.

### Checklist

- Fill out the application form on screen or fill in using capital letters.
- Fill in all requested information in the application form, including the questionnaire.
- The page requiring date and handwritten signature, must be printed out and scanned as a 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 relocation expenses.pdf**

The application form, including date and your handwritten signature.

**2 Travel documents.pdf**

Copy of your travel documents (or bookings) connected to your move to your new country of residence. In case of travel by car, keep all receipts of your journey showing both the dates and the different locations of purchases. Copies of these receipts must be sent in for your application to be processed.

**3 ID.pdf**

Copy of passport or national identity card.

**4 Job vacancy.pdf**

Copy of the job advertisement you applied for showing the details of the job tasks.

**5 Record.pdf**

Copy of qualifications/diploma/CV.

**6 Bank.pdf**

Copy of bank statement showing that you are the holder of the bank account, including 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.

Denmark: [reactivate@workindenmark.dk](mailto:reactivate@workindenmark.dk)

Ireland: [reactivate@welfare.ie](mailto:reactivate@welfare.ie)

Portugal: [reactivate@iefp.pt](mailto:reactivate@iefp.pt)

Slovenia: [reactivate@ess.gov.si](mailto:reactivate@ess.gov.si)

Spain: [reactivate@sepe.es](mailto:reactivate@sepe.es)

Sweden: [reactivate@arbetsformedlingen.se](mailto:reactivate@arbetsformedlingen.se)

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



With financial support from the European Union.





## Application for financial support for relocation expenses

This application **must** be sent in by the EURES Adviser/staff/Public Employment Service officer involved with the mobility service package (i.e. job matching and preparation before taking up a job abroad) and this application.

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

Date and signature:.....

E-mail and country:.....

### Applicant personal information (please type or use capital letters)

Surname:.....

First name:.....

Date of birth:..... For Swedish citizens=pers.nr:.....

Nationality:..... E-mail:.....

#### Current address before relocation:

Street name and number:.....

Postcode and city:.....

Country:.....

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

Name of the bank:.....

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





**About the job: I hereby declare that I have been employed by:**

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

Contact person at the company:.....

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

Street name and number:.....

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

Job title:.....

Starting date:..... Duration of the contract:.....

Weekly working hours:.....

**Have you already applied for any form of financial support through Reactivate?**

yes     no

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

**I the undersigned hereby confirm that:**

- I do not receive a relocation package from my employer or other organization including paid travel and temporary accommodation.
- The information given in this form is correct.
- The financial support provided for relocation expenses will be used according to the current funding regulations of Reactivate.
- I will send in all supporting documents as required by Reactivate.
- I understand and accept that Reactivate reserves the right to check all information given by contacting the employer etc to make sure that I fulfill the criteria for receiving financial support from Reactivate.
- I will inform Reactivate immediately if I for some reason terminate my job contract before 6 months duration. If I do not have duly motivated and lawful reasons to do so I will be obliged to reimburse this 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:.....

**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)

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**Your gender**

- Male
- Female

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**Your age**

- 35-40 years old
- 41-50 years old
- 51-59 years old
- 60+ 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**

- Unemployed
- Long-term unemployed
- Employed part-time
- Employed full-time
- In education/apprenticeship/traineeship
- 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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**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
- 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



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