



Instructions on how to apply for a language course

Please follow these instructions and tick off the attached items.

- **The application should be sent at least 4 weeks before the start of the language course.**
- Please note that you cannot start your language course until you have received authorization from Reactivate.
- You will receive a Payment Request form in order to claim the reimbursement of your actual costs (up to the limit set by the programme) when your application is being processed.

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 that requires 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 attendance and reimbursement of a language course.pdf**
The application form including the date and your handwritten signature.
- 2 ID.pdf**
Copy of passport or national identity card.
- 3 Record.pdf**
Copy of qualifications/diploma/CV.
- 4 Motivation language course.pdf**
Written explanation on the need of attending a language course related to a job, recruitment or pre-selection process. This explanation should be given by the EURES adviser involved.
- 5 Course offer.pdf**
Detailed course offer from the language school: description of the course and indication of start date, duration, content/level and total cost are all mandatory.
- 6 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.

Denmark: reactivate@workindenmark.dk

Ireland: reactivate@welfare.ie

Portugal: reactivate@iefp.pt

Slovenia: reactivate@ess.gov.si

Spain: reactivate@sepe.es

Sweden: reactivate@arbetsformedlingen.se

For further information please visit www.jobreactivate.se



With financial support from the European Union.





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Application for financial support for attending a language course

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:.....Nationality:.....

Street name and number:.....Postcode:.....

City:.....Country:.....

E-mail address:.....

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

yes no

If yes, please specify type of support and date:

.....



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About the new job connected to the application:

I have not yet been recruited but the language course will greatly increase my chances of finding a job

I have been pre-selected or recruited for a job at:

Company name:.....

Registration/Org. number:.....

Contact person:.....

E-mail address:.....

Job title:.....

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

Language school information:

The language course will be held in (Country/city)

Name of language school:.....

Language and level: Cost:.....

Starting date:..... Length of the course:.....

I the undersigned hereby confirm that:

- **The language course I am applying for is not already financed by my employer or other organisation.**
- The information given in this form is correct.
- The financial support provided for a language course 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. Otherwise I must reimburse 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:.....

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