

# Instructions for interview allowance application

## Targeted Mobility Scheme (TMS) / Your first EURES job (YfEj) Sweden

Please follow these instructions and tick off the attached items.

- **The application must be sent at the latest one day before the date of the interview.**
- Please note that it is obligatory to send in Confirmation of attendance from the job interview, no later than 4 weeks after the interview.

### 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.
- Attach the application form and all supplementary documents listed below:

- 1 Interview allowance application.pdf**  
The application form including date and handwritten signature.
- 2 Interview invitation.pdf**  
The employer's written invitation to the job interview including date, time and place.
- 3 Travel documents.pdf**  
Copy of your travel documents or bookings connected to your travel to the job interview. In case of travel by car, keep all receipts of your journey (petrol, road toll etc) showing both the dates and the different locations of purchases. Copies of these receipts must be sent in for your application to be processed.
- 4 ID.pdf**  
Copy of passport or national identity card.
- 5 Record.pdf**  
Copy of qualifications/diploma/CV.
- 6 Job vacancy.pdf**  
Copy of the job advertisement you applied for showing the details of the job tasks.

Please e-mail your application and supplementary documents to one of the mailboxes listed on [www.yourfirsteuresjob.se](http://www.yourfirsteuresjob.se). Choose your country of residence, or else send it to Sweden.

Updated 2020-01-14

## **Interview allowance application** **Targeted Mobility Scheme (TMS) / Your first EURES job (YfEj) Sweden**

- It is mandatory to contact a EURES Adviser/staff/Public Employment Service officer, in order to receive 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 personal information** (please type or use capital letters)

**Please provide your name as it appears on your passport**

Surname:.....

First name:.....

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

Nationality:.....Current country of residence:.....

Street name and number:.....

.....

Postcode:.....City:.....

E-mail:.....

**Have you already applied for any form of financial support through TMS/YfEj?**

Yes  No

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

## About the job interview

Company name:.....

Address:.....

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

Contact person for the job interview:.....

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

Date and time for job interview: (dd/mm/yyyy)..... at this hour:.....

Position interviewed for: .....

Duration of the contract: .....

### Applicant: I, the undersigned, hereby confirm that:

- **The employer does not pay for my travelling expenses (travel and accommodation costs as well as meals, local transport and all other sundries) to go to this interview.**
- **I do not benefit from any other EU grant (from TMS/YfEj or other EU programme) or employer organisation's subsidy for this interview.**
- The information given in this form is correct.
- The financial support provided will be used according to the current funding regulations of TMS/YfEj.
- I am available to provide any additional information deemed necessary by TMS/YfEj.
- I understand and accept that TMS/YfEj reserves the right to check the information given by contacting the employer to make sure that I fulfill the criteria for receiving financial support TMS/YfEj.
- I am also aware that TMS/YfEj has the right to check ex-post that any allowance provided has been used for the requested purpose, and to claim refunding in the case of non-compliance.
- I will inform TMS/YfEj immediately if I for some reason do not travel to the interview. And if I do not have duly motivated and lawful reasons to do so I will be obliged to reimburse the financial support.
- **I agree that all data provided related to this application can be collected and used for monitoring purposes by the European Commission/external contractor in accordance with applicable data protection rules. No privacy data will be disclosed publicly.**

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)

1 of 9

### Your gender

- Male  
 Female

2 of 9

### Your age

- 18-22 years old                       36-40 years old  
 23-26 years old                       41-50 years old  
 27-30 years old                       51-59 years old  
 31-35 years old                       60+ years old

3 of 9

### Highest level of education obtained

- Basic (Primary – lower secondary education) (ISCED 0-2)  
 Secondary (Upper secondary/Post-secondary non-tertiary education) (ISCED 3-4)  
 Higher (Short-cycle tertiary education/Bachelor, Master, Doctoral or equivalent) (ISCED 5 or higher)

4 of 9

### Your situation at the time of application

- Unemployed  
 Employed part-time  
 Employed full-time  
 In apprenticeship/traineeship  
 In education

5 of 9

### Do you have previous work experience

- Yes  
 No

6 of 9

### Do you have previous work experience abroad

- Yes  
 No

7 of 9

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

- Yes  
 No

8 of 9

### What occupational group (ISCO) does most closely resemble the job you are applying for

- Legislator, senior officials and manager  
 Professionals  
 Technicians and associate professionals  
 Clerks  
 Service workers and shop and market sales workers  
 Skilled agricultural and fishery workers  
 Craft and related trades workers  
 Plant and machine operators and assemblers  
 Elementary occupations

9 of 9

**What sector (NACE) 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.**