

RECOGNITION OF QUALIFICATIONS/DIPLOMAS APPLICATION FORM

Your application must be submitted **before** the beginning of the recognition procedure.
You must complete all the fields of the form using **capital** letters and send it with the documents listed below (*in one single PDF document*) to: esusolidaritycorps@pole-emploi.fr

- Proof of identity (identification card, passport),
- Supporting documents regarding the costs incurred with the recognition of qualifications and/or diplomas (certified copies, translations, administrative proceedings, and/or aptitude tests),
- National academic qualification(s) certificate(s) / Professional qualification(s) certificate(s)

1 Personal information:

Surname:
First name:
Registration number on the *European Solidarity Corps* portal:
Nationality: Date of birth:.....//..... (dd/mm/yyyy)
Current country of residence:
Address:
.....
Postal code (if applicable): City:.....
Country: Phone number: (+.....)
E-mail address:

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If you have obtained a promise of employment or a solidarity-related work, traineeship or apprenticeship contract with a minimum duration of 2 months and a maximum duration of 12 months in a different EU Member State, please send the corresponding documents and fill in the details below:

Company name:
Registration number:
Contact:
E-mail address:
Address:
Postal code (if applicable): City:
Country: Number of employees:
Job title:
Start date of the contract: (dd/mm/yyyy)
End date of the contract: (dd/mm/yyyy)
Duration: Type of contract:

*Fixed term work contract, apprenticeship or traineeship

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Have you ever benefited from financial support provided by the *European Solidarity Corps* programme? (YES/NO).

If yes, when: Type of allowance:

Bank account*

Name of the bank:

IBAN:

SWIFT/BIC:

*The allocation is done via bank transfer

In order to perform my duties and be in compliance with legal requirements of the country of destination, I am applying for the recognition of my *(please tick as appropriate)*:

- academic qualifications
- professional qualifications

I hereby apply for financial support from the *European Solidarity Corps* programme the costs occurred during the recognition of qualifications/diplomas process. This may include certified copies and/or translations, administrative proceedings, and/or aptitude tests.

I enclose a copy of my *(please tick as appropriate)*:

- national academic qualification(s) certificate(s)
- professional qualification(s) certificate(s)

Payment of the recognition proceedings is on your charge. The reimbursement of the recognition proceedings is limited to a maximum amount according to the European Commission implementing guide.

Estimated amount of the costs: EUR.....

(according to the attached pro-forma invoice(s))

I, the undersigned, hereby confirm that:

- I do not receive financial support from my employer or from any other organisation for the recognition of my academic and/or professional qualification(s).
- I must obtain **written authorisation before starting the recognition procedure** from the European Solidarity Corps programme.
- I understand that the payment of the recognition proceedings **is on my charge** and that I have to submit a **written request** (application form 4 Bis with all the necessary requested documents) after/during the recognition to claim the partial or total reimbursement of the costs incurred.
- I understand that the reimbursement of the costs incurred for the recognition of qualifications and/or diplomas will not exceed a maximum amount according to the implementing guide of the European Commission.
- The information given in this form is correct.
- The financial allowance provided for the recognition of my qualification and/or diplomas will be used according to the current funding regulations of the European Solidarity Corps programme.
- I understand and I accept that the European Solidarity Corps programme reserves the right to check the given information to make sure that I fulfil the criteria for receiving financial support from European Solidarity Corps programme. Otherwise I will have to reimburse the financial support.

Date :(dd/mm/yyyy) Signature :

Application approved by (Surname and first name of the employment/EURES adviser):

.....

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

To be completed by the *European Solidarity Corps* programme

The financial support is granted not granted by the *European Solidarity Corps* programme

Motivation if not granted:

Verified by: (*e-mail address*)

Date: (dd/mm/yyyy) Signature:

Total amount (EUR):

Approved for payment:

4 Statistics

It is necessary to fill in this questionnaire for the follow-up of the programme by the European Commission.

Q1) Your gender:

- Male
- Female

Q2) Your age:

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

Q3) Highest level of education obtained:

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

Q4) Your situation at the time of your application to the programme:

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

Q5) Do you have previous work experience?

- Yes No - In your country of residence
- Yes No - Abroad

Q6) Which occupational group does the job you are applying for belong to?

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

Q7) Which sector does the job you are applying for belong to?

- Agriculture, forestry and fishing
- Manufacturing
- Real estate activities
- Professional, scientific and technical activities
- Construction
- Transportation and storage
- Information and communication
- Administration and support service activities
- Water supply, sewerage, waste management and remediation activities
- Public administration and defence; compulsory social security
- Other service activities
- Financial and insurance activities
- Human health and social work activities
- Arts, entertainment and recreation
- Mining and quarrying
- Education
- Electricity, gas, steam and conditioning supply
- Vehicles and motorcycles