

## ACADEMIC AND/OR PROFESSIONAL QUALIFICATION RECOGNITION APPLICATION FORM

To make your application eligible, you must complete all the fields of the form using **capital letters**. You must submit the documents listed below **before** you start the recognition procedure and send them to:

[gestionyfej.00137@pole-emploi.fr](mailto:gestionyfej.00137@pole-emploi.fr)

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

### I, the undersigned,

Surname: .....

First name: .....

Nationality ..... Date of birth: ..... / ..... / ..... (dd/mm/yyyy)

Current country of residence: .....

Address: .....

.....

Post code: ..... City: .....

Country: .....

E-mail address: .....

If you have obtained a promise of employment or a work contract with a minimum duration of 6 months in a different EU Member State, attach the corresponding document and fill in the details below:

**Company name:** .....

Contact person: .....

E-mail address: .....

Address: .....

.....

Post code: ..... City: .....

Country: ..... Number of employees: .....

Job title: .....

Duration of the contract: ..... Start date of the contract: .....

**Have you ever benefited from financial help provided by TMS- Your first EURES Job? (YES / NO)**

If yes, when: .....

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

- academic qualifications
- professional qualifications

I hereby apply for *TMS-Your first EURES Job* financial support to cover part of the costs occurred during the recognition of qualifications 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 guidelines of the European Commission.

**Estimated amount of the costs: EUR** .....  
(according to the attached pro-forma invoice(s))

**I understand that for reimbursement entitlement I need to get approval from *TMS- Your first EURES Job* before starting the recognition procedure**

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

Signature:

**Approved by the employment/EURES adviser:**

Surname and first name: .....

Signature:

**To be completed by *TMS- Your first EURES Job***

The financial support is  **granted**  **not granted** by *TMS- Your first EURES Job*

Motivation if not granted: .....

Verified by: *(e-mail address)* .....

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

**Amount (EUR):**.....

**Statistic questionnaire (it is obligatory to fill in the questionnaire).**

**Q1. Your gender?**  Male  Female

**Q2. Your age?**  18-22 years old  23-26 years old  27-30 years old  31-35 years old

**Q3. Highest level of education obtained?**

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

**Q4. Your situation at the time of application?**

Employed full-time  Unemployed  In apprenticeship/traineeship

Employed part-time  In education

**Q5. Were you registered as unemployed at the time of the application?**  Yes  No

**Q6. Do you have previous work experience?**  Yes  No

**Q7. Do you have previous work experience abroad?**  Yes  No

**Q8. Which occupational group does the job you are applying to belong to?**

- |  |   |
|--|---|
| <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 trade workers            |
| <input type="checkbox"/> Technicians and associate professionals           | <input type="checkbox"/> Plant and machine operators and assemblers |
| <input type="checkbox"/> Elementary occupations                            | <input type="checkbox"/> Clerks                                     |
| <input type="checkbox"/> Service workers and shop and market sales workers |   |

**Q9. Which sector does the job you are applying to belong to?**

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