

# Instructions for integration programme allowance application

## EURES Targeted Mobility Scheme (TMS) Sweden

**Please note, only Small and Medium-sized Enterprises (SMEs) can be eligible for financial support. SMEs are businesses or other employer organisations with less than 250 employees.**

Please follow these instructions and tick off the attached items.

### Checklist

- Fill in the application form on screen or fill in using capital letters.
- Fill in all requested information, including the question on the last page.
- The page that requires date and handwritten signature, must be printed out and scanned as pdf.

- 1. Integration programme allowance application.pdf**  
The application form including date and handwritten signature **must be sent at the latest the day before the start of the employment.**

Only the actual application form must be sent in advance. The supplementary documents listed below could be sent either together with the application form or after the employment has started. Please note that the application can only be processed when all the requested documents have been sent.

- 2. Company registration.pdf**  
Proof of registration to ensure your legal establishment as an employer in the country of employment.
- 3. Number of employees.pdf**  
Copy of register stating the total number of employees at the recruiting company.
- 4. Employment contract.pdf**  
Copy of employment contract of the recruited worker signed by both you and the employee.
- 5. Job vacancy.pdf**  
Copy of the job advertisement published.
- 6. CV.pdf**  
CV of the recruited worker.
- 7. ID.pdf**  
Copy of passport or national identity card of the recruited worker.
- 8. Travel documents.pdf**  
The recruited worker must provide the travel documents (or bookings) connected to the move to the new country of residence for this recruitment.
- 9. Integration programme.pdf**  
After the employment has started, you will have to submit an **integration programme** signed by both the recruited worker and the mentor/employer. The integration programme is a detailed training plan including a description of the integration activities: content, duration and participant. The integration programme must start during the initial three weeks of work.

For more information and examples of content, see our ***Template for an integration programme.***

You will also receive a Payment Request form with instructions to claim the allowance.

Find more information on [www.euresmobility.se](http://www.euresmobility.se)

Send your application and supplementary documents to the appropriate EURES TMS Sweden partner organisation, see list under *Partner organisations and contact information.*





Updated April 2024

## Integration programme allowance application

### EURES Targeted Mobility Scheme (TMS) Sweden

- It is mandatory for employers to contact a EURES Adviser to receive recruitment services: help to publish vacancies in other countries, matching of suitable candidates from abroad, information on what to think about before employing from abroad, and information about TMS Sweden and its conditions.

Name of EURES Adviser: .....

E-mail and country: .....

### Employer information (please type or use capital letters)

Recruiting company name: .....

Registration/organisation number: .....

Address: .....

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

Name of legal representative/executive officer: .....

E-mail address: .....

### Recruited worker information

Surname: ..... First name: .....

Date of birth: ..... Nationality: .....

E-mail address: .....

Employment starting date: ..... Contract length: .....

Job title: ..... Working hours/ week: .....



## Checklist of training and support activities

- An integration programme consists of a package of training and other post-placement support services, provided by the employer for the newly recruited worker(s). This to improve the candidate's skills, competences, and adaptability to a "foreign working environment".
- For more information and examples of content, see our **Template for an integration programme**.
- The level of the training/learning components can vary from *basic* to *comprehensive* depending on whether it will be combined with administrative support and settlement facilitation or not, according to the needs and practices of the company.

**Basic** training (at least one of the *Training modules*)

**Comprehensive** training (at least one of the *Training modules* combined with *Administrative support and settlement facilitation*)

### Training modules

	Yes	No
Job-related training (technical or vocational) to facilitate integration to the new workplace		
Language training to improve command of host country language		
Specific course (please specify): .....		
Other (please specify): .....		

### Administrative support and settlement facilitation

(mandatory in the case of comprehensive training)

	Yes	No
Settlement assistance to facilitate integration in new country of work		

Provisional total duration of the integration programme: .....

Start date of the integration programme: .....



**Have you previously applied for support for an Integration programme through EURES TMS?**

yes     no

If yes, please specify date and number of recruited worker(s):

.....

**I, the undersigned, legal representative/executive officer of the company, confirm that:**

- **The information given in this form is correct.**
- **The integration programme will start during the initial three weeks of work.**
- I am aware that the TMS Sweden financial support for the costs of an integration programme can only be claimed after the worker has commenced work, and I have sent the Payment Request form together with the integration programme signed by both the employee and the mentor/employer.
- I am available to provide any additional information deemed necessary by TMS Sweden.
- I understand and accept that TMS Sweden reserves the right to check the information given by contacting the recruited worker to make sure that I fulfill the criteria for receiving financial support from TMS Sweden.
- The financial support provided for integration programme will be used according to the current funding regulations of TMS Sweden.
- I will inform TMS Sweden immediately if I for some reason must terminate the employment contract of my recruited worker before 6 months duration.
- I understand that false or insufficient declarations are cause for the rejection of funding support or for claiming the refund of any amounts paid.
- **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: .....

### **Tax conditions**

Companies receiving financial support for an Integration programme for one or more employees from another EU country may be obligated to pay tax for the financial support. It depends on the tax conditions in the given country. TMS Sweden is not responsible for reporting to the government in the given country about the financial support.

## What sector (NACE) does most closely resemble your company's sector of work?

- 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.

