



With the support from
the European Union Programme
EaSI 2014-2020



EURES - TARGETED MOBILITY SCHEME (TMS)

Candidate application for Relocation Allowance Including Family Member Allowance

Instructions for jobseekers

(Version 2 - November 2022)

Did you receive an offer to take a job/traineeship/apprenticeship from an employer registered in EURES TMS? If so, please check with your Adviser if there are eligibility conditions to apply for relocation allowance, then you may start to organize it!

To support you in your job mobility experience, EURES TMS provides a **contribution to expenses** participants may face in moving to the host country.

The **Relocation Allowance** is a lump-sum depending on the country where you are moving to and can be delivered just once, at the beginning of your new job/traineeship/apprenticeship.

If you move with family members (consort, partner, child), you can receive an **additional support** benefit equal to the Relocation allowance, for one family member, based on the country you will move to.

The Relocation Allowance is a contribution to expenditure incurred with moving to the country of destination, irrespective of the duration of the work placement.

It covers the costs of:

- transport
- travel insurance, accommodation
- meals and all other sundries

Please Note: if the Employer covers the costs or some parts of the relocation, the allowance is not eligible in order to avoid double funding.

Check the table below and find out which contribution is foreseen for you.

Country of destination	Amount for EURES TMS participant	Amount for EURES TMS participant + 1 family member
Austria	1243	2486
Belgium	1177	2354

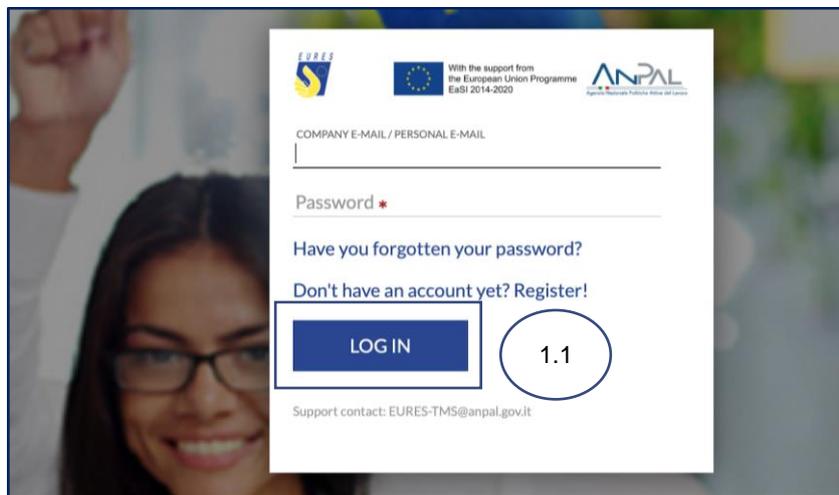
Bulgaria	770	1540
Croatia	825	1650
Cyprus	1012	2024
Czech Republic	860	1720
Denmark	1540	3080
Estonia	913	1826
Finland	1320	2640
France	1265	2530
Germany	1248	2496
Greece	1100	2200
Hungary	792	1584
Iceland	1248	2496
Ireland	1232	2464
Italy	1210	2420
Latvia	825	1650
Lithuania	825	1650
Luxembourg	1177	2354
Malta	1001	2002
Netherlands	1155	2310
Norway	1540	3080
Poland	792	1584
Portugal	1001	2002
Romania	770	1540
Slovakia	918	1836
Slovenia	1001	2002
Spain	1078	2156
Sweden	1320	2640

HOW TO GET THE RELOCATION ALLOWANCE IN 5 STEPS

1

Login to the project platform

→ Login into your dashboard by inserting your e-mail and password (#1.1)



The screenshot shows a login interface with the following elements:

- Logos for EURES, the European Union, and ANPAL.
- Text: "With the support from the European Union Programme EaSI 2014-2020".
- Input field: "COMPANY E-MAIL / PERSONAL E-MAIL".
- Input field: "Password *".
- Text: "Have you forgotten your password?".
- Text: "Don't have an account yet? Register!".
- Button: "LOG IN".
- Text: "1.1" (circled in red).
- Text: "Support contact: EURES-TMS@anpal.gov.it".

2

Activate the financial benefit

Please, check the notices you receive in your dashboard to be informed on the status of your selection and benefit request.



→ From your **Home** go to the **Job Vacancies section** (#2.1), select the **Job Vacancy** for which you want to apply for the benefit (#2.2) and click on **Activate Requests/Relocation** (#2.3)

The screenshot shows a user's dashboard with a sidebar on the left containing navigation options: Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Job Vacancies' and shows 'My Vacancies: 3' and 'Published Job Vacancies: 60'. Three job listings are displayed:

- n. 1237 - Job Vacancy 17 giugno**: employer17giugno2, 01/07/2022, BE - Belgique/België/Belgium, Armed forces occupations, other ranks. Below the listing are options for 'Activate Requests: Language Course' and 'Qualification Recognition'.
- n. 1258 - prova Norge**: employer17giugno2, 18/07/2022, BE - Belgique/België/Belgium, Armed forces occupations, other ranks. Below the listing are options for 'Activate Requests: Language Course' and 'Qualification Recognition'.
- n. 1255 - Job Vacancy da chiudere**: employer17giugno2, 04/07/2022, BE - Belgique/België/Belgium, Armed forces occupations, other ranks. Below the listing are options for 'Activate Requests: Language Course', 'Qualification Recognition', 'Relocation', and 'Subsistence Allowance'.

Annotations on the screenshot include circles around the 'Job Vacancies' header (2.1), the 'Relocation' option in the third listing (2.3), and a box around the 'Relocation' option in the third listing (2.2).

→ Read the instruction you receive and click on **OK** (#2.4)

INFORMATION

Relocation Benefit Request Form

You satisfy the requirements to ask a benefit for relocation.

Once submitted your request will be

2.4

→ Read the instruction you receive and click on **OK** (#2.5)

INFORMATION

The benefit request form has been successfully activated.
It can be filled in under the homonymous sub-item of the menu 'Benefits Requests'

2.5

→ The benefit **Relocation** application form page will automatically open. You have the option to complete the form later by clicking on **Save to Draft** (#2.6)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATA | JOB SEEKER DATA | VACANCY DATA | HIRING CONTRACT DATA | BANK DATA | ATTACHED DOCUMENTS

Transfer with family member

Number of family members moving to the Country of destination (except you)

Amount

2.6

→ You can now find the **Relocation** in the **Activated Benefit Requests** section (#2.7)

The screenshot displays the EURES user interface. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections:

- Bank Data:** A message stating "The bank details have not yet been entered".
- Curriculum Vitae:** Fields for Native Language (Italian), Mastered Languages (No known language), Last Education (test | - Palestinian Autonomy Territories), and Last Professional Experience ([I]-ACCOMMODATION AND FOOD SERVICE ACTIVITIES test APPRENTICESHIP).
- Desired Job Position:** A prompt to "Fill in the desired job position to increase the visibility of your profile!" with a "+ Add Desired Occupation" button.
- Activated Benefit Requests:** A section with a red box around its title. It shows:
 - Language Course: 0
 - Qualification Recognition: 0
 - Relocation: 1
- Table:** A table with columns for ID, EMPLOYER, and VACANCY. The first row contains the values: 4923, employer17giugno2, and Job Vacancy da chiudere.
- Callout:** A red circle highlights the number "2.7" in the interface.

3

Select the Relocation Allowance Request Form

→ From Home, go to **Activated Benefit requests (#3.1)**

The screenshot shows the user's profile page with a sidebar on the left containing 'Home', 'Profile', 'Curriculum Vitae', 'Desired job positions', 'Job vacancies', 'Interviews', and 'Benefit request'. The main content area is divided into several sections: 'Bank Data', 'Curriculum Vitae', 'Desired Job Position', and 'Activated Benefit Requests'. The 'Activated Benefit Requests' section is highlighted with a box, and a circle highlights the number '3.1'.

→ Then go to the **Relocation** and select **Form List (#3.2)** and click on **Relocation Draft (#3.3)**

The screenshot shows the 'Relocation' section of the EURES portal. The 'Forms List' button is highlighted with a box, and a circle highlights the number '3.2'. Below it, the 'Relocation' section shows a list of requests, with the 'DRAFT' status highlighted by a box and a circle highlighting the number '3.3'.

4

Fill in the Relocation Allowance Request Form

→ The Form will automatically open, insert all the data required in **Form Data** and select if you are moving alone or with a family member

Are you moving alone? Specify it by picking the option within the drawer menu

Are you moving with your family member/s?
Pick the correct answer in the form list and specify which family member will move with you.



→ Check that all information you provided (**Jobseeker, Vacancy, Hiring Contract and Bank data**) is correct (#4.2)

The screenshot shows the 'BANK DATA' tab of the application form. The left sidebar lists navigation options, with 'Benefit request' selected. The main content area shows a dropdown menu with 'Transfer with family member' and 'Shipping cost'. A box highlights the 'BANK DATA' tab, and a circle highlights the number '4.2'.

→ Upload the annexes required (#4.3)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

The screenshot shows the 'ATTACHED DOCUMENTS' section of the application form. The left sidebar is the same as in the previous screenshot. The main content area shows two document upload sections: 'COPY OF THE CONTRACT/AGREEMENT DULY SIGNED BY ME AND THE EMPLOYER' and 'COPY OF REQUEST OF RESIDENCE PERMIT IN THE COUNTRY OF DESTINATION', each with a 'Select file' button. Below these is an 'ADD OTHER DOCUMENTATION' section with an 'Aggiungi' button. A box highlights the 'ATTACHED DOCUMENTS' section, and a circle highlights the number '4.3'. A text box explains that users can find the 'Attached Documents' section on their dashboard to download and upload necessary documents.

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct.
The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers!
Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ **Complete** the Application Form (#4.4)

The screenshot shows a web interface for filling out a form. The left sidebar has a menu with 'Benefit request' selected. The main content area is titled 'LIST OF AVAILABLE BENEFIT REQUEST FORMS' and contains a form with the following fields: FIRST NAME (maria), SURNAME (rossi), Fiscal/Tax Code, NATIONALITY (Afghan), REGISTRATION STATUS/COUNTRY (Belgique/België/Belgium), REGISTRATION REGION (Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest), REGISTRATION CITY (Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad - residence), STATUS/COUNTRY OF RESIDENCE (Belgique/België/Belgium), REGION OF RESIDENCE (Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest), and PLACE OF RESIDENCE (Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad - residence). At the bottom right, there are buttons for 'SAVE TO DRAFT' and 'COMPLETE'. A blue circle labeled '4.4' is around the 'COMPLETE' button. A blue box labeled 'Click COMPLETE on' points to the 'COMPLETE' button.

→ Read the instruction you receive and click on **OK** (#4.5)

The screenshot shows a dialog box with the following text: **NOTICE**
Are you sure you entered the correct and updated bank details?
Attention!
The payment will be made on the bank details indicated in this financial benefit form.
At the bottom, there are buttons for 'CANCEL' and 'OK'. A blue circle labeled '4.5' is around the 'OK' button. A blue box labeled 'Click COMPLETE on' from the previous slide overlaps the 'OK' button.

5

Sign the Relocation Allowance request with the One Time Password code (OTP)

→ By clicking on **Complete**, the **Candidate Application for Relocation Allowance** preview automatically opens (#5.1). Click on the **Send OTP** to receive the code by e-mail (#5.2)

→ Read carefully the **Terms and Conditions** then click on **Accept** (#5.3)

→ Enter the **OTP** you received by e-mail (#5.4) and sign the **Relocation Allowance Request** by clicking on **Confirm** (#5.5)

The image shows an email interface with logos for EURES, the European Union, and ANPAL. The text reads: "Dear Mr. Rossi", "Here is the OTP code you need to sign the document you are sending to us. 717328", "Please Note: If it wasn't you, please contact the technical support.", "Best Regards, The project team, EURES National Coordination Office Italy". A circled "5.4" is next to the OTP code. A box on the right says "PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!". The footer says "TMS ©2022".

The image shows a "DOCUMENT SIGNATURE" form. It says: "Entering the One time password (OTP), you SIGN the request form", "Enter the OTP code that you will find in your email and press the CONFIRM button. The code will expire in 10 minutes", "OTP code: +", "CANCEL", "CONFIRM". A circled "5.5" is to the left. A box on the right says "PLEASE NOTE: The OTP expires within 10 minutes!".

→ Your **Relocation Allowance Request** has been correctly signed, click on **OK** to complete the procedure (#5.6)

The image shows an "INFORMATION" dialog box. It says: "The document was successfully signed". There is an "OK" button. A circled "5.6" is to the left.

→ Your **Relocation Allowance Request** has been **Sent** (#5.7) and it is ready to be checked by your Adviser

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

The screenshot shows the 'Activated Benefit Requests' section of the dashboard. A table lists the request with ID 4923, Employer 'employer17giugno2', and Vacancy 'Job Vacancy da chiudere'. The status is 'SENT'. A callout box highlights the status '5. -'.

ID	EMPLOYER	VACANCY	Forms List	Active Supp. Allowances Request Form
4923	employer17giugno2	Job Vacancy da chiudere	Forms List	Active Supp. Allowances Request Form

Relocation
n.4923
Job Vacancy da chiudere
Request n.1302
SENT
Download Document

5. -

→ Once your Adviser and the Project Staff have approved your **Relocation Allowance request**, the status will change to **Approved** (#5.8)

The screenshot shows the 'Activated Benefit Requests' section of the dashboard. The request with ID 4923 is now in 'APPROVED' status. The amount is '1177.00 | TO PAY'. A callout box highlights the status '5. ~'.

ID	EMPLOYER	VACANCY	Forms List	Active Supp. Allowances Request Form
4923	employer17giugno2	Job Vacancy da chiudere	Forms List	Active Supp. Allowances Request Form

Relocation
n.4923
Job Vacancy da chiudere
Request n.1302
APPROVED
\$ 1177.00 | TO PAY
Download Document

5. ~

→ When the payment request is paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated** and **ready for download (#5.9)**

The screenshot shows a web interface for 'Benefit Requests Archive'. On the left is a navigation menu with items: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area has a header with 'Supplementary Allowances Interview: 0' and 'Integration Programme Questionnaire: 0'. Below this is a table with columns: REQUEST ID, REQUEST, EMPLOYER, and VACANCY. A row is visible with the following data: 4923, Relocation, employer17giugno2, Job Vacancy da chiudere. To the right of the table are links for 'Forms List' and 'Active Supp. Allowances'. Below the table is a summary card for 'Relocation n.4923' which includes: 'Job Vacancy da chiudere', 'Request n.1302', 'TERMINATED', and '\$ 1177.00 | 28/09/2022 | HESITATE'. A circled '5.9' is overlaid on the summary card.

REQUEST ID	REQUEST	EMPLOYER	VACANCY
4923	Relocation	employer17giugno2	Job Vacancy da chiudere

Relocation
n.4923

- Job Vacancy da chiudere
- Request n.1302
- TERMINATED
- \$ 1177.00 | 28/09/2022 | HESITATE

5.9



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EaSI 2014-2020



Did anything go wrong? Can't you sign the form?

Please check that all required annexes are uploaded (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), and verify that all items in the form are filled in, then send the form again!

What happens next?

When the form is filled in and the documentation is attached, your application is ready to be checked by the Adviser and project staff.

If there are doubts about the application or if the application is incorrect, your Adviser will ask you for more information or clarification.

If all documents and information are right, after the project staff document check, you will receive your benefit as soon as possible.

Please Note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant of the project, charged with the benefit payment responsibility.

Do you need more information or clarification on procedures? Please do not hesitate to contact your project Adviser!

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions Relocation Allowance

1. Who can apply for the Relocation allowance?

All participants hired through the EURES TMS project who will move to the Country of destination alone or with a family member. If you are already resident/domiciled in the Country where you will take a job/traineeship/apprenticeship, your request is not eligible. Please, in this perspective and before moving, specify your residence/domicile, in the application form (do not indicate that one you will acquire after moving to the host Country).

2. I signed a contract that does not indicate a duration or other essential information. Are there other forms I can fill in to attest these circumstances?

Yes, upload also an addendum to specify/integrate the required information not included in the contract. You can request the addendum from your Adviser or you can directly download the form from your dashboard. Any doubts? Ask your project Adviser.

3. I am moving with my family and I wish to apply for the family member financial support for relocation: which documents should I upload in the attachments box? How can I claim the financial support for my family member?

You can apply for the additional support benefit (equal to your Relocation allowance), only for one family member. When you fill in the form, you must indicate which family member will move with you and upload the following documents:

- Documents or self-declaration attesting the family member relocation (e.g. co-signed agreement, co-signed utilities bills or resident permit)
- Legal document confirming the status (official or de facto)¹ of the family member for which you request the additional financial benefit or self-declaration (e.g. co-signed agreement, co-signed utilities bills or resident permit)
- ID card of family member, attesting the Country of residence
- Family member acknowledgement to process their personal data

¹ It includes “de facto family”. Candidates shall provide clear evidence of circumstance of the relationship in place between two persons who are not legally married, who live together on a genuine domestic basis as well as the mutual commitment toward a shared life.

Be sure to have attached your family member ID card to the self-declaration: both documents must be included in a single PDF. ID card attached to the document is mandatory even if you already uploaded the family member ID card to prove the previous residence. Finally, check that your family member has duly signed the self-declaration form.

4. I am a cross border worker/trainee/apprentice participant and I would like to apply for the Relocation allowance: which annex/es should I upload in the platform?

You can claim the Relocation allowance only if you attest the changing of the Country of residence. The copy of request of residence permit in the Country of destination must be uploaded in the attachments box within the platform.

5. Which documents should I upload in the attachments box to apply for the Relocation Allowance?

To apply for the Relocation Allowance you should upload in the Platform the contract/agreement duly signed by you and the Employer. Please, make sure the contract specifies the duration of job/traineeship/apprenticeship experience. If not, provide this information uploading an addendum signed by you and your employer.

6. What should I check before confirming my application?

Please, answer these questions to verify that all documents are correct:

- Did you and your employer sign the contract?
- Does the contract specify the duration of job/traineeship/apprenticeship experience? If not, provide this information by uploading an **addendum signed by you and your employer!** Please, verify that bank data are up to date and correctly filled in and the information you provided is correct.