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EaSI 2014-2020



# EURES – TARGET MOBILITY SCHEME (TMS)

## *Candidate application for Supplementary Interview Allowance*

### *Instructions for jobseekers*

*(Version 2 - November 2022)*

Did you received a job interview invitation from an employer registered in the EURES TMS? If so, please verify the eligibility conditions with your Adviser in order to apply for the supplementary Interview Allowance.

This financial benefit gives you the opportunity to better support your job-mobility experience by helping you with any extraordinary expenditures related to participation in an on-site job interview.

#### **The Supplementary Interview allowance is aimed at certain categories:**

- participants with disabilities
- participants from disadvantaged backgrounds (social/economic condition, temporary economic or social inclusion difficulties, e.g. LT unemployed, candidates from welfare/care institutions, ethnic minorities, other)
- participants coming from EU's outermost regions<sup>1</sup>
- participants coming from EU/EEA peripheral countries<sup>2</sup>

If you belong to any of the categories indicated above and you have been invited for a Job interview in another Country or in another city in your State (only if your domicile is at least 50 Km from the place where you will have the interview), you can apply for an additional financial support up to a **maximum of 550 EUR**.

Please Note: you can apply for a **Supplementary Interview allowance** only after submitting the **Interview allowance** request (for further information on Interview allowance, please refer to the dedicated instructions).

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<sup>1</sup> The nine EU outermost regions that form integral part of the EU are: Martinique, Guadeloupe, French Guiana, Reunion, Mayotte, Saint-Martin (FR), Madeira and the Azores (PT) and the Canary Islands (ES)

<sup>2</sup> Candidates moving between countries or regions located in opposite peripheral areas of the EEA territory e.g. between Cyprus or Malta or Southern Italy and Northern Scandinavia; between Estonia or Finland and Portugal, etc.

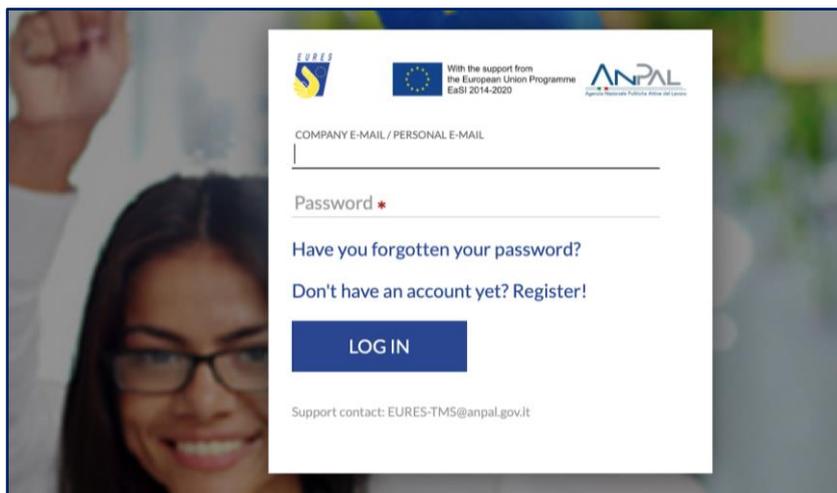
## HOW TO GET THE SUPPLEMENTARY INTERVIEW ALLOWANCE IN 4 STEPS

# 1

### Login to the project platform

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

1.1



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ANPAL  
Agenzia Nazionale Politiche Attive del Lavoro

COMPANY E-MAIL / PERSONALE E-MAIL

Password \*

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

Support contact: EURES-TMS@anpal.gov.it

## 2

### Activate the financial benefit

→ From **Home** go to **Activated Benefit** (#2.1), go to **Interview** section and click on **Activate Supplementary Allowance Request Form** (#2.2)

Home  
Profile  
Curriculum Vitae  
Desired job positions  
Job vacancies  
Interviews  
Benefit request

Supplementary Allowances Relocation: 0  
Subsistence Allowance: 0  
Interview: 1

ID	EMPLOYER	VACANCY
5046	Employer	test 10 novembre

Forms List \* [Active Supplementary Allowances Request Form](#)

2.1

2.2

→ Read carefully and click on **OK** (#2.2)

2.3

**SUPPLEMENTARY ALLOWANC...**

**Supplementary Allowances  
Interview Benefit Request Form**

You satisfy the requirements to  
...benefit for INTERVIEW

CANCEL OK

# 3

## Fill in the Supplementary Interview allowance request form

→ From **Home** go to **Activated Benefit**, then go to **Supplementary allowances Interview** section (#3.1), select **Form List** (#3.2) and click on **Interview Draft** (#3.3)

ID	EMPLOYER	VACANCY
5052	Employer	test 10 novembre

**Special needs interview n.5052**

- Employer: test 10 novembre
- Request n.54
- DRAFT

→ After opening the Form, insert all the data required in **Form Data** and check that all information you provided (**Jobseeker**, **Employer** and **Vacancy** and **Bank Data**) is correct (#3.4)

**FORM DATA** | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | BANK DATA | ATTACHED DOCUMENTS

COUNTRY OF THE INTERVIEW: BE - Belgique/België/Belgium

ZONE OF THE INTERVIEW: BEZ - Extra-Regio NUTS 1

REGION OF THE INTERVIEW: BEZZ - Extra-Regio NUTS 2

CITY OF THE INTERVIEW: BEZZZ - Extra-Regio NUTS 3

PLACE OF THE INTERVIEW: test

INTERVIEW START DATE: 22/11/2022

INTERVIEW END DATE: 23/11/2022

Situation: \_\_\_\_\_

Another one (optional): \_\_\_\_\_

TRAVELING TO: BE - Belgique/België/Belgium, BEZ - Extra-Regio NUTS 1, BEZZ - Extra-Regio NUTS 2, BEZZZ - Extra-Regio NUTS 3, test

→ Upload the required **Attached Documents** (#3.5)

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

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 (#3.6)

Home

FORM DATA | **JOB SEEKER DATA** | EMPLOYER DATA | VACANCY DATA | BANK DATA | ATTACHED DOCUMENTS

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

SURNAME  
Seeker

Fiscal/Tax Code

NATIONALITY  
ITALIAN

REGISTRATION STATUS/COUNTRY  
BE - Belgique/België/Belgium

REGISTRATION REGION  
BEZZ - Extra-Regio NUTS 2

REGISTRATION CITY  
BEZZZ - Extra-Regio NUTS 3 - test

STATUS/COUNTRY OF RESIDENCE  
BE - Belgique/België/Belgium

REGION OF RESIDENCE  
BEZZ - Extra-Regio NUTS 2

PLACE OF RESIDENCE  
BEZZZ - Extra-Regio NUTS 3 - test

PHONE  
00389734567

E-MAIL  
jobseeker10novembre2@gmail.com

STATE/COUNTRY OF DOMICILE  
BE - Belgique/België/Belgium

PLACE OF DOMICILE

SAVE TO DRAFT | **COMPLETE** | CANCEL

3.6

→ Read the instruction you receive and click on **OK** (#3.7)

3.7

**NOTICE**  
**Are you sure you entered the correct and updated bank details?**  
**Attention!**

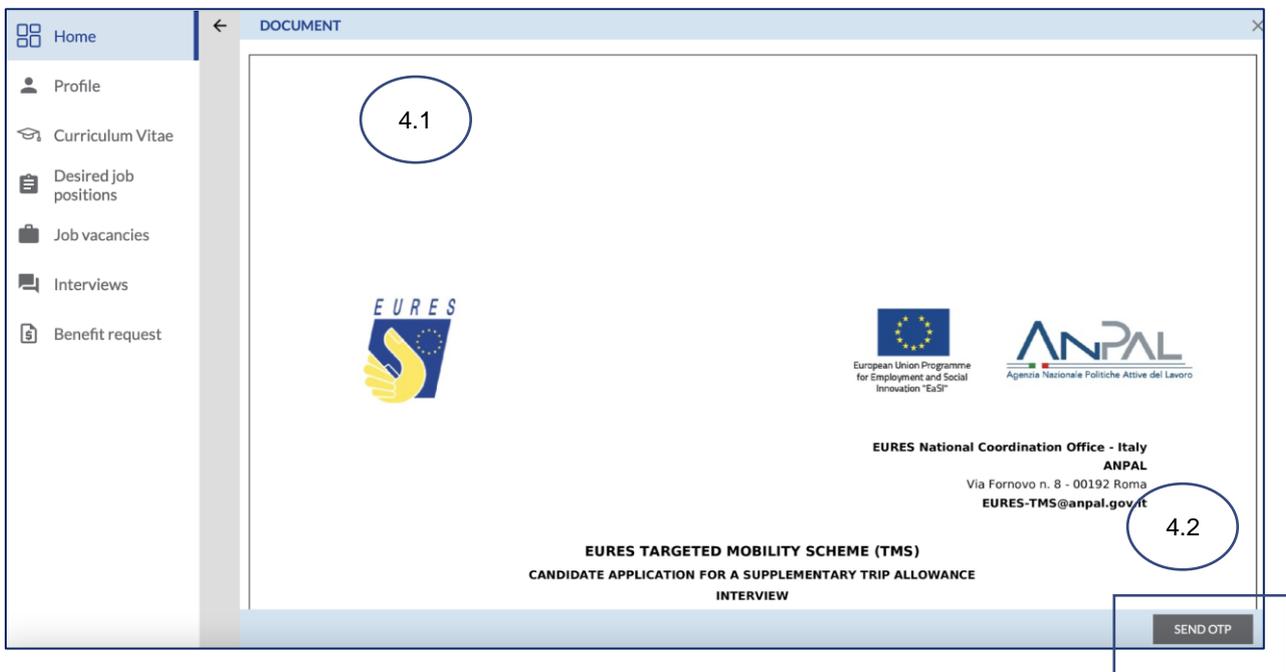
The payment will be made on the bank details indicated in this financial benefit form.

CANCEL | **OK**

# 4

## Sign the Supplementary Interview Allowance request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Candidate Application for Supplementary Interview Allowance** preview automatically opens (#4.1). Click on the **Send OTP** to receive the code by e-mail (#4.2)



The screenshot displays a web interface with a sidebar menu on the left containing: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'DOCUMENT' and shows a preview of a document. At the top of the document preview is a circled '4.1'. Below it is the EURES logo. To the right are the logos for the European Union Programme for Employment and Social Innovation 'EaSI' and ANPAL (Agenzia Nazionale Politiche Attive del Lavoro). The text on the document reads: 'EURES National Coordination Office - Italy', 'ANPAL', 'Via Fornovo n. 8 - 00192 Roma', and 'EURES-TMS@anpal.gov.it'. A circled '4.2' is placed over the email address. At the bottom of the document preview, it says 'EURES TARGETED MOBILITY SCHEME (TMS)', 'CANDIDATE APPLICATION FOR A SUPPLEMENTARY TRIP ALLOWANCE', and 'INTERVIEW'. A 'SEND OTP' button is located at the bottom right of the document preview area.

→ Read carefully the **Terms and Conditions** then **click on Accept** (#4.3)

**Advanced electronic signature  
Terms and conditions**

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

**How to apply for financial benefits?**

All application are managed through the EURES TMS project platform. It is necessary to fill in the application form, uploading the required annexes per measure, and sign the application form through the Advanced electronic signature.

**What is the advanced electronic signature?**

It is an electronic signature foreseen by the REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC and the Italian DPCM of 22 February 2013, Technical rules on generation, affixing and verification of advanced, qualified electronic signatures e digital, pursuant to articles 20, paragraph 3, 24, paragraph 4, 28, paragraph 3, 32, paragraph 3, letter b), 35, paragraph 2, 36, paragraph 2, and 71, at the artt. 55, 56 and 57 .

ANPAL provides this service of electronic signature under the art. 55, par. 2 a) and as institution offering services for institutional reasons and realizes it on its own.

**How to sign the EURES TMS application form through advanced electronic signature?**

DECLINE **ACCEPT**

4.3

Please, scroll down to visualize the button to accept T&C

→ Enter the **OTP** you received by e-mail (#4.4) and sign the **Supplementary Interview Allowance Request** by clicking on **Confirm** (#4.5)

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**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

TMS ©2022

4.4

4.5

**DOCUMENT SIGNATURE**

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](#)

**PLEASE NOTE:**  
The OTP expires within 10 minutes!

→ Your **Supplementary Interview Allowance Request** has been correctly signed, click on **OK** to complete the procedure (#4.6)

4.6

**INFORMATION**

The document was successfully signed

[OK](#)

→ Your **Supplementary Interview Allowance Request** has been **Sent** (#4.7) 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 a user dashboard with a sidebar on the left containing navigation options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Supplementary Allowances Interview: 1' and contains a table with the following data:

ID	EMPLOYER	VACANCY
5052	Employer	test 10 novembre

Below the table, there is a card for 'Special needs interview n.5052' with the following details:

- Employer: test 10 novembre
- Request n.54
- Status: SENT

A 'Download Document' link is visible at the bottom of the card. A circled '4.7' is placed next to the 'SENT' status.

→ Once your Adviser has approved your **Supplementary Interview Allowance Request**, the status will change to **Approved** (#4.8)

The screenshot shows the ANPAL portal interface. On the left is a navigation menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Supplementary Allowances Interview: 1'. It contains a table with the following data:

↑ ID	EMPLOYER	VACANCY	
5052	Employer	test 10 novembre	<a href="#">Forms List</a> ▼

Below the table, a callout box provides details for 'Special needs interview n.5052':

- Employer: test 10 novembre
- Request n.54
- STATUS: APPROVED
- Amount: \$ 100.00 | TO PAY

A 'Download Document' link is visible at the bottom of the callout. A circled '4.8' is placed to the right of the callout box.

→ 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** (#4.9)

The screenshot shows the ANPAL portal interface. The navigation menu is the same as in the previous screenshot. The main content area shows a summary of interview counts: Interview: 0, Supplementary Allowances Interview: 0, and Integration Programme Questionnaire: 0. Below this is a section titled 'Benefit Requests' Archive' containing a table:

↑ REQUEST ID	↑ REQUEST	EMPLOYER	VACANCY	
5052	Special needs interview	Employer	test 10 novembre	<a href="#">Forms List</a> ▼

A callout box provides details for 'Special needs interview n.5052':

- Employer: test 10 novembre
- Request n.54
- STATUS: TERMINATED
- Amount: \$ 100.00 | 25/11/2022 | HESITATE

A circled '4.9' is placed to the right of the callout box.



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## *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 Supplementary Interview Allowance*

#### **1. Who can claim the Supplementary Interview allowance?**

All EURES TMS candidates, preselected for a job/traineeship/apprenticeship, who have already been approved as beneficiaries for an Interview allowance and that present one of these conditions:

- participant with disability
- disadvantaged backgrounds (social/economic condition, temporary economic or social inclusion difficulties, e.g. LT unemployed, candidates from welfare/care institutions, ethnic minorities, other)
- participants coming from the EU's outermost regions<sup>3</sup>
  - participants coming from EU/EEA peripheral countries<sup>4</sup>

#### **2. Which documents should I upload in the attachments box to apply for the Supplementary Interview allowance?**

To apply for the Supplementary Interview allowance, you should upload in the Platform:

- declaration or other documents attesting the belonging to any special category. You can directly download the declaration module from your dashboard
- receipt/invoice or other verifiable document of extraordinary expenditure (if your request is subsequent to your interview trip) or a self-declaration with an estimate concerning the extraordinary costs you will incur (if your request is prior to your interview trip). You directly download the self-declaration module from your dashboard.

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### **3. What should I check before applying?**

Check that all documents you are uploading are easily readable, bank data are up to date and all the required information you provided is correct.