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EURES - TARGETED MOBILITY SCHEME (TMS)

Project: 101195823 - EURES TMS - ESF-2024-EURES-TMS

Ref. Implementation Guide EURES TMS_ EC_Version 1.0

Candidate application for Mobility Allowance Including Family Mobility

Instructions for jobseekers (Version 1 – June 2025)

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 Mobility allowance, then you may start to organise it!

This benefit consists of a contribution towards the candidate's travel expenses to the destination country and covers transport, travel insurance, accommodation, meals and other expenses.

If the applicant moves with one or more family members (spouse, recognised partner, child(ren)), he/she is entitled to additional financial support for mobility.

Beneficiaries: candidates hired for a job, traineeship or apprenticeship by an employer registered in the EURES TMS project

Amount: 600 € per month for a maximum of 3 months and, if family mobility is also requested, 660 € per month for a maximum of 2 months

Warning: The employer must not cover the relocation costs; otherwise the benefit is not eligible. In addition, accident and health insurance for staff recruited in the destination country must be covered by the employer (by contract).



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Please note: We recommend that candidates obtain a European Health Insurance Card (EHIC) before travelling to settle in another country. This card, which is free of charge, allows access to necessary and government-provided medical care during a temporary stay in any European Economic Area (EEA) country, under the same conditions and at the same cost (free of charge in some countries) as for insured citizens of that country. It is also recommended that applicants take out travel insurance before departure.

How does it work?

The candidate has to complete three different applications via the platform, one in the month prior to departure and two in the months following the start of the job, traineeship or apprenticeship.

1st request: the candidate submits the first request for payment financial support for his/her own relocation to another country (1 instalment of 600 €) and, if applicable, expresses the intention to take advantage of additional support for the mobility of his/her family.

When should it be sent?

Within the month preceding the date of the start of the job/traineeship/apprenticeship (both the contract and a pre-contract are valid).

2nd request: the candidate submits the second request for payment of individual financial support (1 instalment of 600 €) and the first possible request for the additional amount for family relocation (1 instalment of 660 €), if any. In this second case, the total amount paid to the applicant will therefore be 1,260 €.

Warning: The financial support for the family does not depend on the number of relocated members, but only applies to one member (for this one, documentation proving the relocation must be submitted).

When should it be sent?

The request can be sent after the start of the job/traineeship/apprenticeship, together with 1st month pay slip (or similar document, according to specific national and contractual practices, or employer's declaration) and proof of the relocation of the family member, if the additional family mobility support is also requested.



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3rd request: the applicant submits the third request for payment of individual financial support (1 instalment of 600 €) and the second possible request for the additional amount for family mobility (1 instalment of 660 €), if any. In this second case, the total amount paid to the applicant will therefore be 1,260 €.

When should it be sent?

The request can be sent from the second month following the start of the job/traineeship/apprenticeship, together with the pay slip for the 2nd month (or a similar document, according to specific national and contractual practices, or employer declaration)

Warning: If after 2 months from the start of the contract, the 2nd and 3rd payment requests are not submitted, the assigned Adviser and the project staff will be automatically notified in the platform and will proceed with the verification of the continuity of the working relationship. If not, any advance payments will have to be refunded by the candidate.

How to claim the benefit?

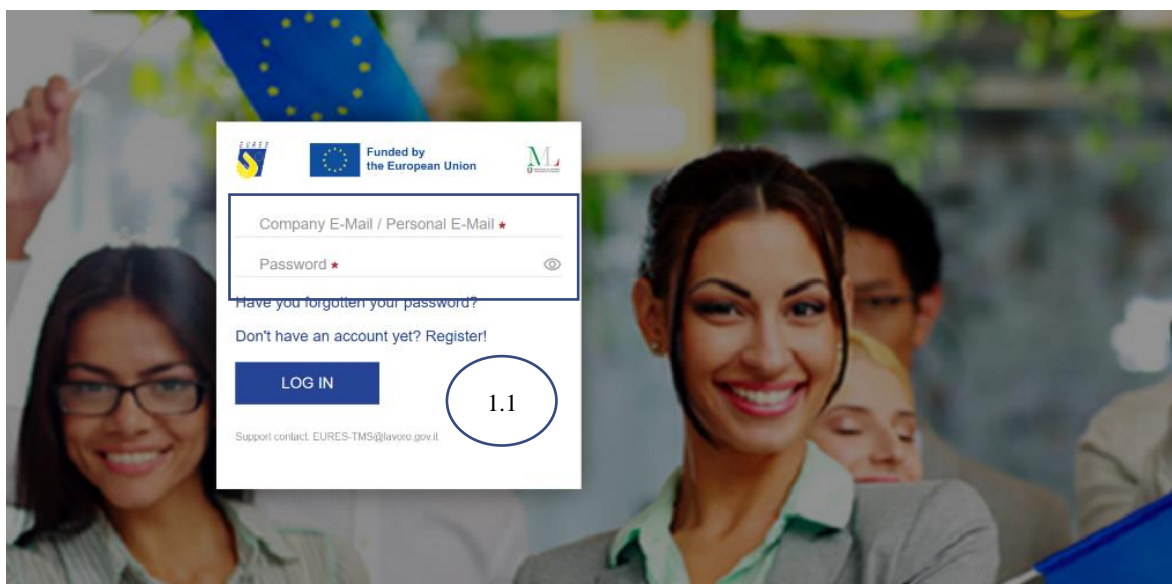
Once a contract (or a pre-contract) has been signed, the candidate may proceed with the request for payment. As mentioned, the total amount is provided in three different instalments. If applicable, the family mobility amount is provided in two instalments following the procedures and timetable set out above.

HOW TO GET THE MOBILITY 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 the EURES login interface overlaid on a background image of smiling people. The login form includes the EURES logo, the European Union flag, and the text 'Funded by the European Union'. It features two input fields: 'Company E-Mail / Personal E-Mail' and 'Password'. Below the password field is a link 'Have you forgotten your password?'. A 'LOG IN' button is present, and a link 'Don't have an account yet? Register!' is located below it. At the bottom, there is a support contact email: 'Support contact: EURES-TMS@lavoro.gov.it'. A red circle with the number '1.1' is drawn around the 'LOG IN' button.

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 **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/Mobility Allowance** (#2.3)

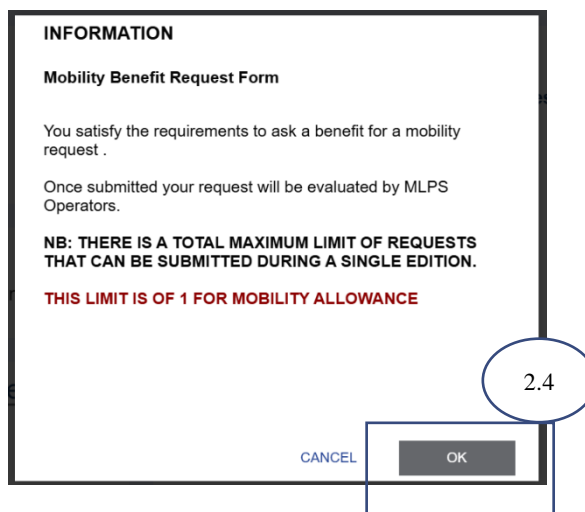
The screenshot shows the EURES dashboard interface. At the top, there are logos for EURES, the European Union, and the Italian Ministry of Labour and Social Policies. The dashboard is divided into several sections:

- Home:** A sidebar menu with options: Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request.
- Profile:** A section containing:
 - Contacts:** Email (maria@gmail.com) and Phone (0000000000000).
 - Bank Data:** A message stating "The bank details have not yet been entered".
 - Curriculum Vitae:** Fields for Native Language (French), Mastered Languages (No known language), Last Education (xxxxxx | FR - France), and Last Professional Experience (No work experience).
 - Desired Job Position:** A section for selecting a job position.
- Job Vacancies:** A section containing:
 - My Vacancies:** 1 Published Job Vacancies: 167 Go to Recommended Job Vacancies
 - n. 3732 - Videomaker assistant:** A job listing with details: Futura, 11/08/2025, PT - Portugal, and Science and engineering associate professionals.
 - Activate Requests:** A section with three options: Language Course (+), Qualification Recognition (+), and **Mobility Allowance (+)** (highlighted with a blue box).
- Activated Benefit Requests:** A section for tracking activated benefit requests.

Annotations on the screenshot indicate the following steps:

- 2.1:** Points to the "Job Vacancies" section header.
- 2.2:** Points to the job listing "n. 3732 - Videomaker assistant".
- 2.3:** Points to the "Mobility Allowance" option under "Activate Requests".

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



INFORMATION

Mobility Benefit Request Form

You satisfy the requirements to ask a benefit for a mobility request .

Once submitted your request will be evaluated by MLPS Operators.

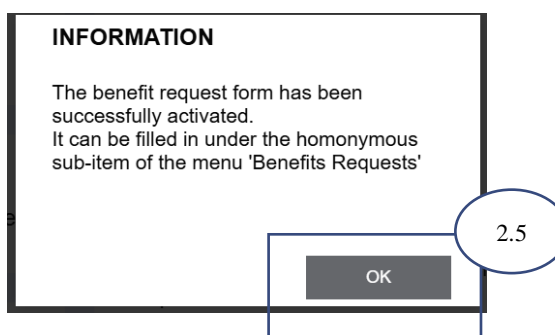
NB: THERE IS A TOTAL MAXIMUM LIMIT OF REQUESTS THAT CAN BE SUBMITTED DURING A SINGLE EDITION.

THIS LIMIT IS OF 1 FOR MOBILITY ALLOWANCE

CANCEL OK

2.4

→ Then, 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'

OK

2.5

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

→ Otherwise, if you click on **Complete**, you can find the **Mobility** in the **Activated Benefit Requests** section (#2.7)

ID	EMPLOYER	VACANCY
345	Futura	Videomaker assistant

3

Select the Mobility Allowance Request Form

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

The screenshot shows the EURES portal 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 two columns. The left column has a section titled 'Desired Job Position' with a sub-header 'Fill in the desired job position to increase the visibility of your profile!' and a button '+ Add Desired Occupation'. Below this is a section titled 'Additional Forms' with two links: 'Family member declaration (privacy conditions)' and 'Family member self-declaration attesting the physical relocation with family member'. The right column has a section titled 'Activated Benefit Requests' which is circled in the top right corner with the number '3.1'. Below this title are three statistics: 'Language Course: 0', 'Qualification Recognition: 0', and 'Mobility: 1'. At the bottom of the right column is a table with three columns: 'ID', 'EMPLOYER', and 'VACANCY'. The table contains one row with the values '345', 'Futura', and 'Videomaker assistant'. To the right of the table is a link 'Forms List' with a dropdown arrow.

ID	EMPLOYER	VACANCY
345	Futura	Videomaker assistant

→ Go to **Mobility** and select **Form List** (#3.2) then click on **Mobility Draft** (#3.3)

Home | Last Professional Experience: No work experience

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

Desired Job Position
Fill in the desired job position to increase the visibility of your profile!
+ Add Desired Occupation

Activated Benefit Requests
Language Course: 0
Qualification Recognition: 0
Mobility: 1

ID	EMPLOYER	VACANCY
345	Futura	Videomaker assistant

Forms List

Mobility
n.345
Videomaker assistant
Request n.198
DRAFT

3.2

3.3

4

Fill in the Mobility Allowance Request Form

→ The Form will automatically open, insert all the data required in **Form Data (#4.1)** and select if you are moving alone or with a family member.

When you fill in the mobility form for the first time, you will be asked to indicate whether you are relocating alone or with a family member.

As explained earlier, the mobility is structured around **three payment requests**.

- The **first payment (first mobility request)** is **€600** and is the same for everyone, whether you are travelling alone or with a family member.
- Starting from the **second mobility request**, if you indicated in the first form that you are travelling **alone**, the platform will remember this information. The amount for the second payment will be automatically set to **€600**, and the same will apply when you complete the **third payment request**.

On the other hand, if you indicated during the first mobility request that you are travelling **with a family member**, the platform will automatically calculate the amount for both you and your accompanying person.

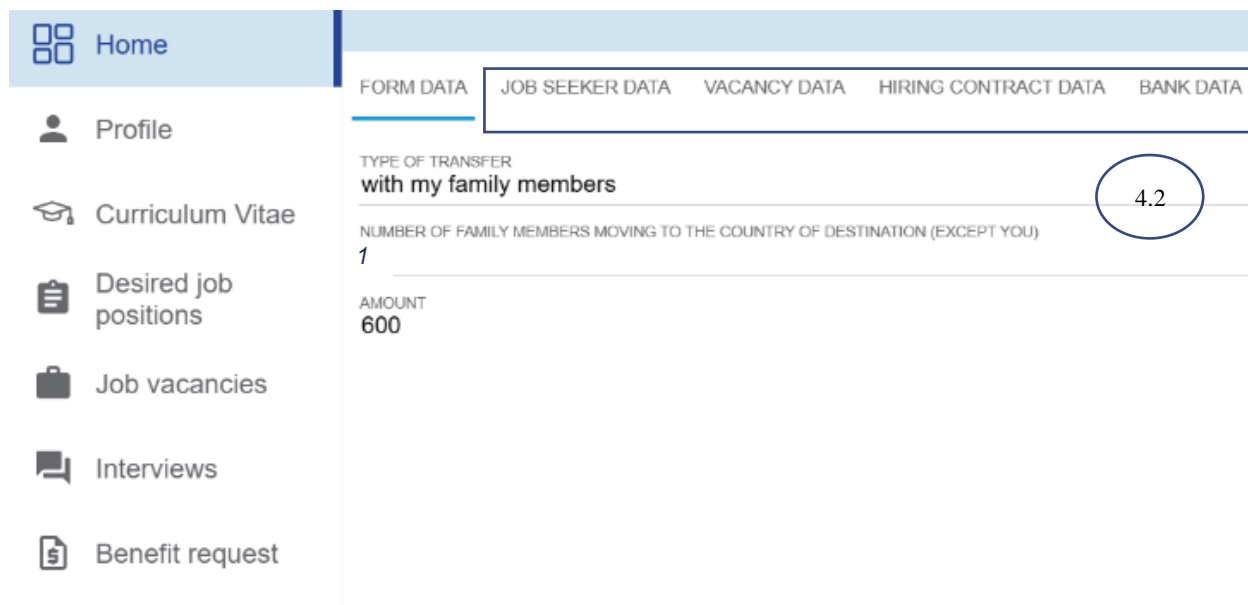
- In this case, the second mobility request will show **€600 + €660 = €1,260**, and the same amount will appear again for the third mobility request.

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

Are you moving with a family member?
Pick the correct answer in the form list and specify the family member who will move with you.



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



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!

→ Upload **the required Attached Documents** (#4.3)

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



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Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATAJOB SEEKER DATAVACANCY DATAHIRING CONTRACT DATABANK DATAATTACHED DOCUMENTS

4.3

COPY OF THE CONTRACT/AGREEMENT DULY SIGNED BY ME AND THE EMPLOYER

⬆ S...

Only for cross-border workers/trainees/apprentices, add below the copy of request of residence permit in the country of destination

ADD OTHER DOCUMENTATION

⊕ A...

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

Last Access
2025-05-16 11:01:42

7

MARIA ROSSI

Home

FORM DATAJOB SEEKER DATAVACANCY DATAHIRING CONTRACT DATABANK DATAATTACHED DOCUMENTS

FIRST NAME
Maria

SURNAME
Rossi

Fiscal/Tax Code

NATIONALITY
French

REGISTRATION STATUS/COUNTRY
FR - France

REGISTRATION REGION
FR10 - Ile-de-France

REGISTRATION CITY
FR104 - Essonne - xxxxxxxxxxxx

STATUS/COUNTRY OF RESIDENCE
FR - France

REGION OF RESIDENCE
FR10 - Ile-de-France

PLACE OF RESIDENCE
FR104 - Essonne - xxxxxxxxxxxx

STATE/COUNTRY OF DOMICILE
FR - France

PLACE OF DOMICILE

SAVE TO DRAFTCOMPLETECANCEL

4.4

Click on COMPLETE

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

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

4.5



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5

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

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

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

DOCUMENT

EURES

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MINISTERO del LAVORO e delle POLITICHE SOCIALI

Ministry of Labour and Social Policies
EURES National Coordination Office - Italy
Via Fornovo n. 8 - 00192 Roma
EURES-TMS@lavoro.gov.it

5.1

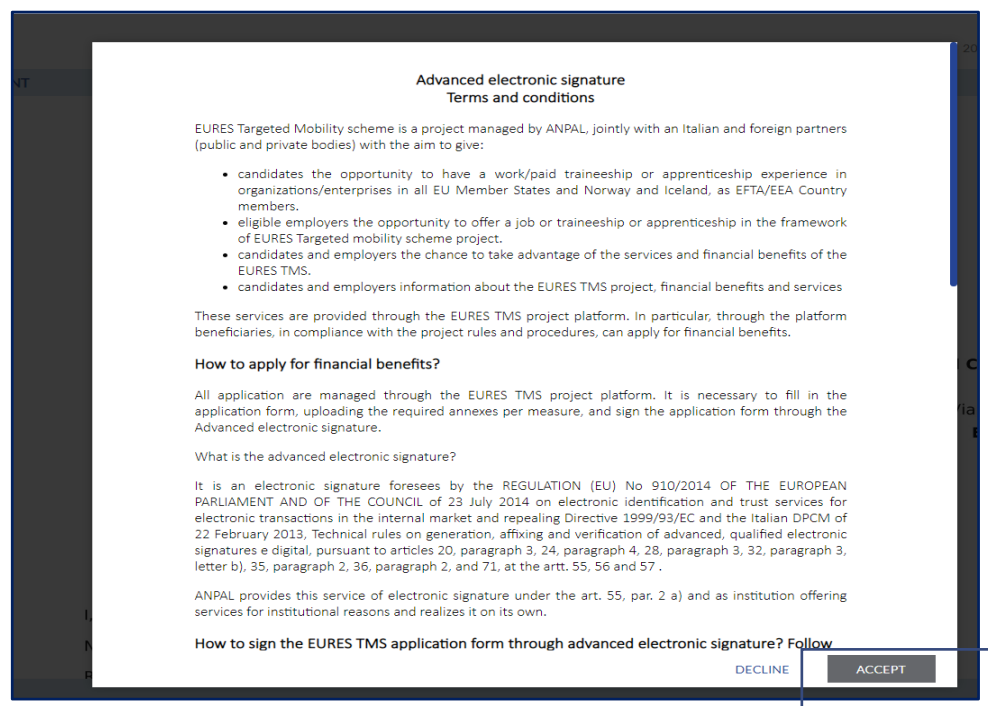
EURES - TARGETED MOBILITY SCHEME (TMS)
CANDIDATE APPLICATION FOR MOBILITY ALLOWANCE - FIRST PAYMENT REQUEST
INCLUDING ALLOWANCE FOR FAMILY MEMBER

I, the undersigned, Rossi Maria
Nationality French
Resident in FR104 - Essonne - xxxxxxxxxx
Country FR - France
Region FR10 - Ile-de-France
Telephone 00000000000000
E-mail address maria@gmail.com

5.2

SEND OTP

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



**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 foresees 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? Follow

DECLINE ACCEPT

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

5.3



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



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Dear Maria Rossi

Here is the OTP code you need to sign the document you are sending to us.

804650

Please Note:

If it wasn't you, please contact the technical support.

5.4

Best Regards,

The project team

EURES National Coordination Office Italy

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

EURES TMS

5.5

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

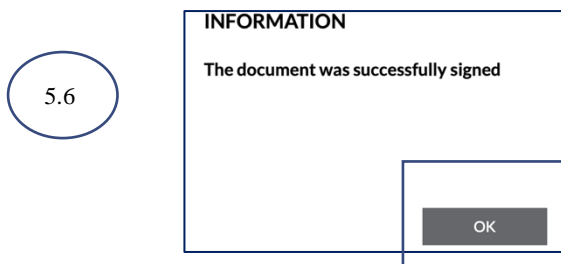
OTP code *

CANCEL

CONFIRM

PLEASE NOTE: The OTP expires within 10 minutes!

→ Your **Mobility Allowance Request** has been correctly signed. Click on **OK** to complete the procedure (#5.6)



→ Your **Mobility 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

Activated Benefit Requests

Language Course: 0
Qualification Recognition: 0
Mobility: 1

ID	EMPLOYER	VACANCY
345	Futura	Videomaker assistant

[Forms List](#)

Mobility
n.345
Videomaker assistant
Request
n.198
SENT

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

Activated Benefit Requests

Language Course: 0
Qualification Recognition: 0
Mobility: 1

ID	EMPLOYER	VACANCY
345	Futura	Videomaker assistant

Request n.1302
APPROVED
\$ 1177.00 | TO PAY
[Download Document](#)

→ Once the Project Staff have approved the payment, the status will change to **Paid** (#5.9)

Activated Benefit Requests

Qualification Recognition: 0
Mobility: 0
Interview: 1

ID	EMPLOYER	VACANCY
351	Futura	Videomaker assistant

Job or work-based training interview
n.351
Futura
Videomaker assistant
Request n.51
PAID
\$ 100.00 | 21/05/2025 | PAID
[Download Document](#)

5.9

→ Once the payment request has been paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated - Hesitate** (#5.10)

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

5.10

The procedure to be followed is the same for all three applications. If family mobility is also requested, the second application must include the required supporting documentation proving the relocation of at least one family member (see List of Annexes on page 21).

Once the payment request has been processed (status: Terminated - Hesitate), **the next application may be completed and submitted.** This applies to the second and third applications.



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

Please make sure all required annexes have been uploaded (refer to the FAQ at the end of the document to ensure the attachments are correct), and check that all fields in the form are properly filled in. Once everything is complete, please resubmit the form.

What happens next?

Once the form is completed and all required documents are attached, your application will be reviewed by your Adviser and the project staff.

If there are any issues or uncertainties, your Adviser will contact you for additional information or clarification.

If everything is correct and the documents are approved by the project staff, your benefit will be processed and issued 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!



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EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions *Mobility and Family Mobility Allowance*

1. Who can apply for the Mobility 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).

Limitations

- Applicants already supported by previous/others TMS projects should submit their application to the Project Adviser for a case-by-case evaluation to avoid double funding.
- Return mobility to the country of origin or the last country of residence is not financed.
- A candidate who has temporarily moved to another EU/EEA country to look for a job, traineeship or apprenticeship, but who has maintained his/her residence in the country where he/she lived before his/her departure, is eligible for financial measures, but cannot apply for mobility allowance because he/she already lives in the destination country.

2. Which attachments need to be uploaded if I am travelling alone?

The mobility consists of three payment requests, each of which requires specific attachments, as outlined below.

FIRST ALONE MOBILITY PAYMENT REQUEST

- Copy of the employment contract or pre-contract or other equivalent binding document in the case of an offer of an internship or job.

to be added for cross-border applicants only:

- Copy of the application for a residence permit in the country of destination.

SECOND ALONE MOBILITY PAYMENT REQUEST



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- Copy of the employment contract if the pre-contract was uploaded in the previous application.
- Pay slip for the first month (or similar document, according to specific national and contractual practices, or certificate from the employer for the first month of work).

THIRD ALONE MOBILITY PAYMENT REQUEST

- Pay slip for the 2nd month (or similar document, according to specific national and contractual practices, or certificate from the employer for the second month of work).

All documents must be uploaded in a readable format—preferably PDF for contracts and payslips, and JPEG for identification documents. Documents must always be uploaded front and back.

3. Which attachments need to be uploaded if I am travelling with a family member?

FIRST MOBILITY WITH FAMILY MEMBER PAYMENT REQUEST

- Copy of the employment contract or pre-contract or other equivalent binding document in the case of an offer of an internship or job.

to be added for cross-border applicants only:

- Copy of the application for a residence permit in the country of destination.

SECOND MOBILITY WITH FAMILY MEMBER PAYMENT REQUEST

- Identity document of the family member, showing the country of residence.
- Legal document confirming the status (official or de facto) of the family member for whom the additional financing is requested.
- Self-declaration of the family member or other documents proving the physical relocation of the family member (e.g. application for change of residence, co-ownership of utility bill, updated certificate of residence).
- Explicit consent of the family member to the processing of personal data.

THIRD MOBILITY WITH FAMILY MEMBER PAYMENT REQUEST

- Pay slip for the 2nd month (or similar document, according to specific national and contractual practices, or certificate from the employer for the second month of work).

Please Note: The **family member self-declaration form** and the **personal data processing form** can be downloaded directly from your dashboard, filled in, and then re-uploaded during the completion of the request.



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

You can claim the Mobility 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 first payment request.

5. What should I check before confirming my application?

- The pre-contract/contract should be signed by both parties and have all information related to the working conditions
- The employer must not cover the relocation costs otherwise the benefit is not eligible (verify this clause on your contract)
- Your bank data are up to date to receive the payment