# 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 Interview Allowance*

*Instructions for jobseekers*
*(Version 1 - June 2025)*

Did you receive 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 an Interview Allowance. This financial benefit gives you the opportunity to cover the costs of your interview trip.

**Beneficiaries:** candidates pre-selected by a project Adviser for an EURES TMS job vacancy and selected by a registered employer for a job interview.

**Amount:** The contribution varies according to the unit costs specified in Decision C(2021) 3514 and covers travel, subsistence and accommodation costs.

**When can it be requested?**

The interview trip should only take place **when there is a high probability of its success**; in fact, the project promotes and supports the online mode as a matter of environmental sustainability.

The employer must always declare in writing that it does not cover the cost of the interview (travel and accommodation), otherwise the benefit cannot be claimed.

In exceptional cases, the candidate may need **a second trip**, which is the case when an employer requires two interview stages (exceptional case). This option is therefore limited to candidates with high recruitment potential, in which case the assigned Adviser assesses the possibility of a second interview. The duration of the trip may vary according to the

employer's needs and/or geographical distance. The maximum duration of the trip must always be reasonable. Any trip exceeding five days must be duly justified.

**Unit travel costs cover return trips**. However, the distance calculation is made based on the one-way distance between the point of departure and the point of destination. To calculate the distance between two points for rail or air travel, the candidate can use the distance calculation tool "**LAND TRAVEL CALCULATOR e FLIGHT CALCULATOR**" made available by the European Commission (Calculate unit costs for eligible travel costs – European Commission) at this website:

https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs_en#flight-calculator

**Please note:** We recommend that candidates obtain a European Health Insurance Card (EHIC) before travelling for an interview 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 to apply for the benefit?

The candidate, having received the invitation to the job interview from an employer via the platform, fills in the payment request form, specifying the number of nights spent in the country of the interview (necessary for the calculation of accommodation) and the number of travel days (essential for the calculation of food), it also enters the distance by land/air using the EU tool. The assigned Adviser calculates the amount to be paid based on the criteria specified above, in accordance with the EU Directive and the simplified guidelines to be provided by the Project Coordinator.
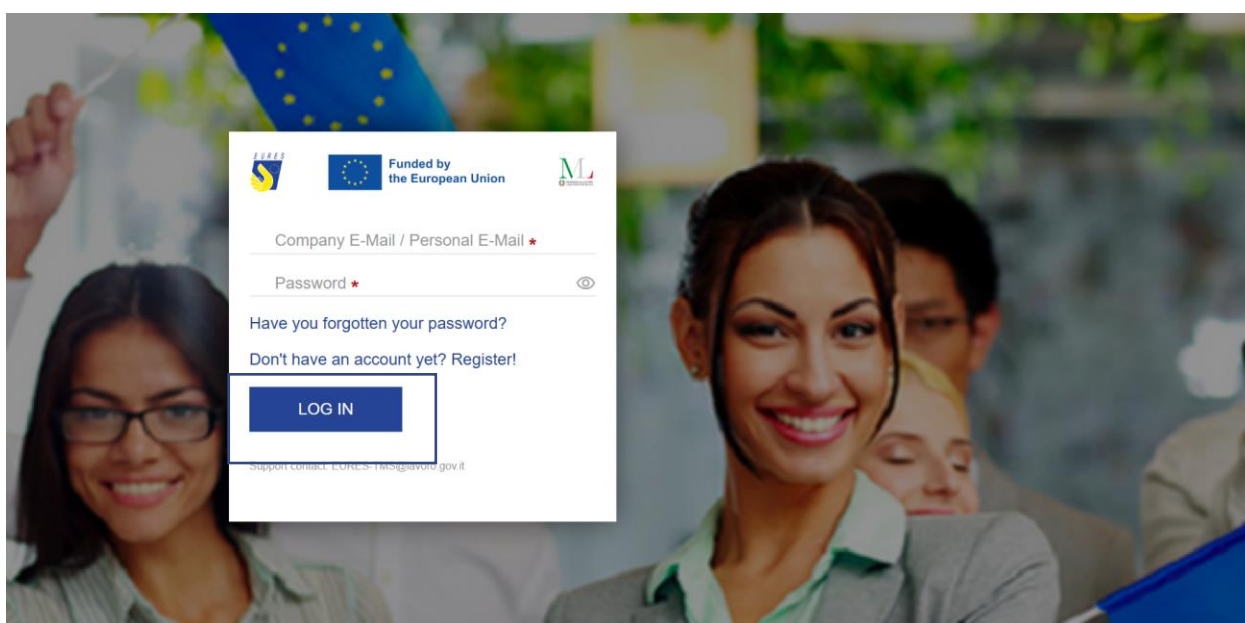
**Please note:** before you start completing your interview benefit form, make sure the Employer has previously requested it for you through an Employer interview invitation.
If the Employer covers the cost of the interview, you cannot claim the interview allowance.

# HOW TO GET THE 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

# 2

## Check the invite to attend a job interview in your e-mail account

If a registered employer selects you for a job interview, you will be notified by email and via a notification on your EURES TMS platform dashboard.

→ From **Home**, go to **Benefit Request** (#2.1)

applicant

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

**Profile**

**Contacts**
paolo@gmail.com
22222222222222

**Bank Data**
The bank details have not yet been entered

**Curriculum Vitae**

**Native Language:**
Italian

**Mastered Languages:**
No known language

**Last Education:**
Ingeneer | BE - Belgique/België/Belgium

**Last Professional Experience:**
No work experience

Last Access 2025-05-19 14:40:42      PAOLO PAOLI

**Job vacancies**

My Vacancies: 0  Published Job Vacancies: 167  Go to Recommended Job Vacancies
You are not a candidate in any vacancy yet

**Activated Benefit Requests**

**Language Course:** 0

**Qualification Recognition:** 0

**Mobility:** 0

**Interview:** 0

**Training Programme Questionnaire:** 0

**Benefit Requests' Archive**

| REQUEST ID | REQUEST | EMPLOYER | VACANCY |
|---|---|---|---|

2.

→ Go to **Job or work-based training interview** section (#2.2)



→ select the job for which you have been pre-selected (#2.3) and click on **View and fill out** (#2.4)

| | | Last Access 2025-05-20 10:30:50 | | PAOLO PAOLI |

**JOB OR WORK-BASED TRAINING INTERVIEW** ❶

FILTER

- Home
- Profile

2.3

- Curriculum Vitae
- Desired job positions
- Job vacancies
- Interviews

| ↑ REQUEST ID | ↑ MODULE ID | ↑ TYPE MODULE/FORM DESCRIPTION | ↑ MODULE STATE | ↑ VACANCYID | ↑ VACANCYJOB TITLE |
|---|---|---|---|---|---|
| ☑ 351 | 51 | Request n.51 | DRAFT | 3732 | Videomaker assistant n.3732 |

✏ VIEW AND FILL OUT

2.4

- **Benefit request**
  - Language Course
  - Qualification Recognition
  - Mobility Allowances
  - Job or work-based training interview
  - Training Program Questionnaire

### **③**

# Fill in the Interview Request Form

The interview request form is composed of several sections: form data, job seeker data, employer data, vacancy data, bank data, and attached documents. Some of these will need to be filled in manually, while others will be automatically completed by the system.

→ In **Forma data** section (#3.1), you have to enter details on your travel. In **Type of travel** (#3.2) you have three possibilities:

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

Data from the interview:

DATE
23/05/2025

TIME
10:30:00

LOCATION
lisbon

Data to be filled in:

INTERVIEW START DATE
22/05/2025

INTERVIEW END DATE
22/05/2025

COUNTRY OF THE INTERVIEW
PT - Portugal                              ⌄

ZONE OF THE INTERVIEW
PT1 - Continente                           ⌄

REGION OF THE INTERVIEW
PT18 - Alentejo                            ⌄

SMALLER TERRITORIAL UNITS OF THE INTERVIEW
PT187 - Alentejo Central                   ⌄

PLACE OF THE INTERVIEW
xxxxxxxxxxx

3.2

TYPE OF TRAVEL
Land (given that I will travel only by train, bus, car)                              ⌄

Arrival land

Nights spent                    Days spent                    Total duration (including travel days)

SAVE TO DRAFT    COMPLETE

**Should you require any support during the completion process, you are encouraged to reach out directly to your EURES TMS adviser!**

1. **Land** (given that I will travel only by train, bus, car) (#3.3): in this case you have to fill out arrival land; nights spent; days spent; total duration (including travel days)



**Should you require any support during the completion process, you are encouraged to reach out directly to your EURES TMS adviser!**

2.  **Air** (given that there is an airport in my city of domicile that connects me directly to the destination city) (#3.4): in this case you have to fill out departure airport; arrival airport; nights spent; days spent; total duration (including travel days)

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

Data from the interview:

DATE
23/05/2025

TIME
10:30:00

LOCATION
lisbon

Data to be filled in:

INTERVIEW START DATE
22/05/2025

INTERVIEW END DATE
22/05/2025

COUNTRY OF THE INTERVIEW
PT - Portugal

ZONE OF THE INTERVIEW
PT1 - Continente

REGION OF THE INTERVIEW
PT18 - Alentejo                            3.4

SMALLER TERRITORIAL UNITS OF THE INTERVIEW
PT187 - Alentejo Central

PLACE OF THE INTERVIEW
xxxxxxxxxxx

TYPE OF TRAVEL
Air (given that there is an airport in my city of domicile that connects me directly to the destination city)

Departure airport                              Arrival airport

Nights spent                  Days spent                  Total duration (including travel days)

SAVE TO DRAFT    COMPLETE

**Should you require any support during the completion process, you are encouraged to reach out directly to your EURES TMS adviser!**

3. **Land and Air** (given that my city of domicile is not directly connected to the destination city by an airport) (#3.5): in this case you have to fill out departure airport; arrival airport; nights spent; days spent; total duration (including travel days)



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

Data from the interview:

DATE
23/05/2025

TIME
10:30:00

LOCATION
lisbon

Data to be filled in:

INTERVIEW START DATE
22/05/2025

INTERVIEW END DATE
22/05/2025

COUNTRY OF THE INTERVIEW
PT - Portugal

ZONE OF THE INTERVIEW
PT1 - Continente

REGION OF THE INTERVIEW
PT18 - Alentejo

SMALLER TERRITORIAL UNITS OF THE INTERVIEW
PT187 - Alentejo Central

PLACE OF THE INTERVIEW
xxxxxxxxxxx

3.5

TYPE OF TRAVEL
Land and Air (given that my city of domicile is not directly connected to the destination city by an airport)

Departure airport

Arrival airport

Nights spent

Days spent

Total duration (including travel days)

SAVE TO DRAFT   COMPLETE

**Should you require any support during the completion process, you are encouraged to reach out directly to your EURES TMS adviser!**

4. **Special Trips** (given that I will travel from/to an EU outermost region and/or Overseas Countries and Territories (OCTs). Or I will travel between 50 and 399 km in Luxembourg, Cyprus or Malta. Or I will travel by ferry from an island to reach the mainland. Or I will travel a distance of 50 to 399 km between an EU Member State (Iceland, Norway) and a non-EU country) (#3.6): in this case you have to fill out departure airport; arrival airport; departure port; arrival port; special conditions; nights spent; days spent; total duration (including travel days).

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

lisbon

Data to be filled in:

INTERVIEW START DATE
22/05/2025

INTERVIEW END DATE
22/05/2025

COUNTRY OF THE INTERVIEW
PT - Portugal

ZONE OF THE INTERVIEW
PT1 - Continente

REGION OF THE INTERVIEW
PT18 - Alentejo

3.6

SMALLER TERRITORIAL UNITS OF THE INTERVIEW
PT187 - Alentejo Central

PLACE OF THE INTERVIEW
xxxxxxxxxxx

TYPE OF TRAVEL
Special Trips (given that I will travel from/to an EU outermost region and/or Overseas Countries and Territories (OCTs). Or I will travel between 50 and 399 km

Departure airport                                    Arrival airport

Departure port                                       Arrival port

Special conditions

Nights spent                    Days spent            Total duration (including travel days)

SAVE TO DRAFT    COMPLETE

**Should you require any support during the completion process, you are encouraged to reach out directly to your EURES TMS adviser!**

→ Check that all other information you provided (**Jobseeker, Employer, Vacancy and Bank Data**) is correct (#3.7)



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** (#3.8)

*To verify that all required attachments have been uploaded correctly, please refer to the FAQ section at the end of this document*

| FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | BANK DATA | ATTACHED DOCUMENTS | 3.8 |

SCREENSHOT OF THE ESTIMATION OF DISTANCE CALCULATED WITH A WEB GIS

⬆ S…

**ADD OTHER DOCUMENTATION**

⊕ A…

The document to be attached is a screenshot showing the distance between your departure city and your destination city, generated through the European Commission (LAND/FLIGHT TRAVEL CALCULATOR) portal at the following address: Calculate unit costs for eligible travel. costs - European Commission

**How?** Read page 14!

SAVE TO DRAFT      COMPLETE

→ Once all the request is filled in, click on **Complete** (#3.9)

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

SCREENSHOT OF THE ESTIMATION OF DISTANCE CALCULATED WITH A WEB GIS (EG: GOOGLE MAP, VIAMICHELIN, OTHERS)

⬆ S...

**ADD OTHER DOCUMENTATION**

⊕ A...

SAVE TO DRAFT   COMPLETE

3.9

→ Read the instructions you receive and click on **OK** (#3.10)

**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

3.10

# TIPS: How to make a screenshot from the LAND/FLIGHT TRAVEL CALCULATOR

→ Click on the following link: Calculate unit costs for eligible travel costs - European Commission

🚆 If you are travelling by land, enter the departure and arrival cities to calculate the distances on this screen, then take a screenshot and upload it in the 'attached document' section on the platform.
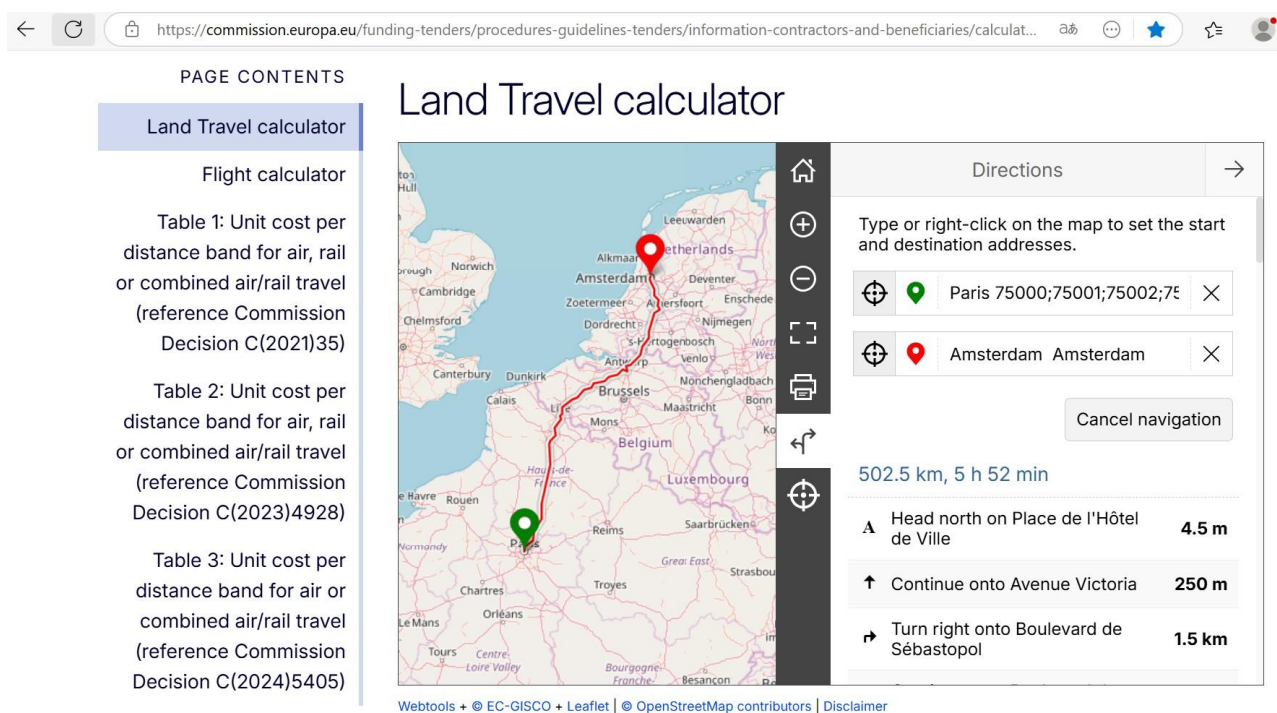


For example, a train trip from Paris to Amsterdam is calculated as shown in the figure above. Make sure the number of kilometers is visible as well—this allows the advisers to calculate your reimbursement based on the distance brackets.

✈ If you are travelling by plane, enter the departure and arrival cities to calculate the distances on this screen, then take a screenshot and upload it in the 'attached document' section on the platform.



For example, a flight from Brussels to Dublin is calculated as shown in the figure above. Make sure the number of kilometres is visible as well—this allows the advisers to calculate your reimbursement based on the distance bands.

🚆 + ✈ **Please note: if your trip is combined, you must attach two screenshots— one for the land travel and one for the flight travel, each showing the respective departure and arrival points.**

*Please Note: based on the information provided by you, your EURES TMS project adviser will determine the amount of travel costs corresponding to the estimated distance, number of days and number of nights, in accordance with Decision C(2021)3514.*

# 4

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

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

→ 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 the Ministry of Labour and Social Policies, jointly with Italian and foreign partners (public and private bodies) with the aim of giving:

- candidates the opportunity to have 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 the EURES Targeted mobility scheme project.
- candidates and employers to have 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 applications are managed through the EURES TMS project platform. It is necessary to fill in the application form, upload 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 .

The Ministry of Labour and Social Policies provides this service of electronic signature under the art. 55, par. 2 a) and as an 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

**4.3**

Please, scroll down to visualize the button to accept

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



Dear Paolo Paoli
Here is the OTP code you need to sign the document you are sending to us.
414539

4.4

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

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

**DOCUMENT SIGNATURE**

Entering the One time password (OTP), you SIGN the request form

4.5

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 Interview Allowance Request has been correctly signed. Click on **OK** to complete the procedure (#4.6)

**INFORMATION**

The document was successfully signed

OK

4.6

→ Your **Interview Allowance Request** has been **Sent** (#4.7) and it is ready to be checked by your Adviser

**Please note:** every time your status updates, you will receive an e-mail or a notification on your dashboard



4.7

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



→ Once the Project Staff has approved your **Interview Allowance Request**, the status will change to **Approved – To Pay** (#4.9)

EURES Targeted Mobility Scheme -Interview Allowance Request

EURES
Funded by the European Union
MINISTERO del LAVORO e delle POLITICHE SOCIALI

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

**Additional Forms**

☁ Family member declaration (privacy conditions)

☁ Family member self-declaration attesting the phisical relocation with family member

**Final declaration**

| ↑ ID | EMPLOYER | VACANCY | |
|------|----------|---------|---|
| 351 | Futura | Videomaker assistant | Forms List ▾ |

**Job or work-based training interview**
n.351

🏢 Futura

💼 Videomaker assistant

▦ Request n.51

ℹ APPROVED

$ 100.00 | TO PAY

☁ Download Document

4.9

→ When the payment request is approved by the project staff and sent to payment, the status of the request will change to **Paid** (#4.10)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Fill in the desired job position to increase the visibility of your profile!

+ Add Desired Occupation

**Additional Forms**

☁ Family member declaration (privacy conditions)

☁ Family member self-declaration attesting the phisical relocation with family member

**Final declaration**

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PAOLO PAOLI

Qualification Recognition: 0
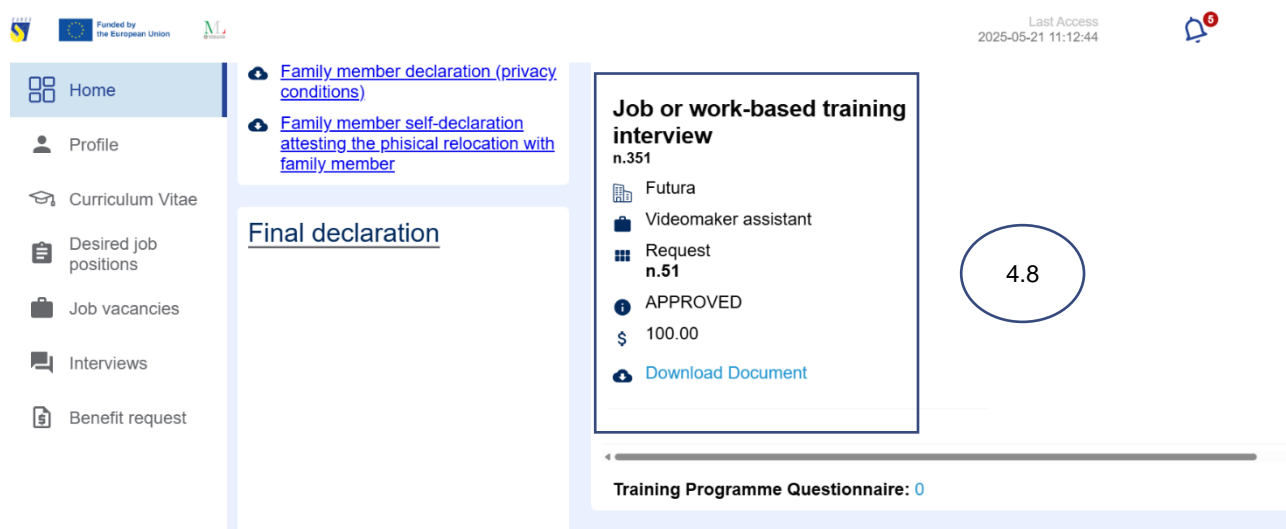
Mobility: 0

Interview: 1

| ↑ ID | EMPLOYER | VACANCY | |
|------|----------|---------|---|
| 351 | Futura | Videomaker assistant | Forms List ▾ |

**Job or work-based training interview**
n.351

🏢 Futura

💼 Videomaker assistant

▦ Request n.51

ℹ PAID

$ 100.00 | 21/05/2025 | PAID

☁ Download Document

4.10

→ Once the payment has been completed, the request is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated – Hesitate** (#4.10)

EURES Targeted Mobility Scheme -Interview Allowance Request

# 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!

# EURES - TARGETED MOBILITY SCHEME (TMS)

## *Frequently Asked Questions*
## *Interview Allowance*

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

EURES TMS candidates, pre-selected for a job interview, receiving an invitation from an Employer registered in the EURES TMS platform.

*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.

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

The document to be attached is a **screenshot showing the distance** between your departure city and your destination city, generated through the European Commission (**LAND/FLIGHT TRAVEL CALCULATOR**) portal at the following address: Calculate unit costs for eligible travel costs - European Commission

If you haven't done it yet: fill in the **bank details** section. 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.

Check that **your ID card uploaded** is still valid and, if not, kindly upload the new one before signing your application form!

### 3. What should I check before confirming my application?

- The screenshots are clear, easy to read, and show the distance in kilometres
- Your bank data is up to date to receive the payment