

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

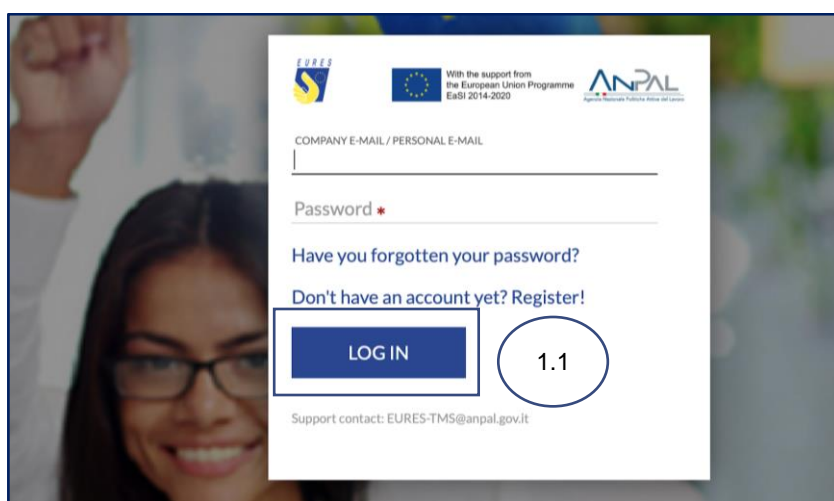
Bulgaria	770	1540
Croatia	825	1650
Cyprus	1012	2024
Czech Republic	860	1720
Denmark	1540	3080
Estonia	913	1826
Finland	1320	2640
France	1265	2530
Germany	1248	2496
Greece	1100	2200
Hungary	792	1584
Iceland	1248	2496
Ireland	1232	2464
Italy	1210	2420
Latvia	825	1650
Lithuania	825	1650
Luxembourg	1177	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)



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EaSI 2014-2020

ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

COMPANY E-MAIL / PERSONAL E-MAIL

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

1.1

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)

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Profile

Contacts

jobseeker24giugno@gmail.com

00391321525373783

Bank Data

The bank details have not yet been entered

Curriculum Vitae

Native Language: Italian

Mastered Languages: No known language

Last Education: test | - Palestinian Autonomy Territories

Last Professional Experience:

Job Vacancies

My Vacancies: 3 Published Job Vacancies: 60 Go to Recommended Job Vacancies

2.1

n. 1237 - Job Vacancy 17 giugno

employer17giugno2

01/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

Activate Requests:

Language Course +

Qualification Recognition +

2.2

n. 1255 - Job Vacancy da chiudere

employer17giugno2

04/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

Activate Requests:

Language Course +

Qualification Recognition +

2.3

Relocation +

Subsistence Allowance +

→ 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

CANCEL OK

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'

OK

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

SAVE TO DRAFT COMPLETE CANCEL

2.6

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

[Home](#)
[Profile](#)
[Curriculum Vitae](#)
[Desired job positions](#)
[Job vacancies](#)
[Interviews](#)
[Benefit request](#)

Bank Data

The bank details have not yet been entered

Curriculum Vitae

Native Language:
Italian
Mastered Languages:
No known language
Last Education:
test | - Palestinian Autonomy Territories
Last Professional Experience:
[I]-ACCOMMODATION AND FOOD SERVICE ACTIVITIES
test
APPRENTICESHIP

Desired Job Position

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

+ Add Desired Occupation

employer17giugno2

01/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

18/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

employer17giugno2

04/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

Activate Requests:

Language Course +

Qualification Recognition +

Activate Requests:

Language Course +

Qualification Recognition +

Activate Requests:

Language Course +

Qualification Recognition +

Subsistence Allowance +

Activated Benefit Requests

Language Course: 0

Qualification Recognition: 0

Relocation: 1

ID	EMPLOYER	VACANCY
4923	employer17giugno2	Job Vacancy da chiudere

2.7

Forms List

3

Select the Relocation Allowance Request Form

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

Home

Bank Data
The bank details have not yet been entered

Curriculum Vitae
Native Language: Italian
Mastered Languages: No known language
Last Education: test | - Palestinian Autonomy Territories
Last Professional Experience: [I]-ACCOMMODATION AND FOOD SERVICE ACTIVITIES test APPRENTICESHIP

Desired Job Position
Fill in the desired job position to increase the visibility of your profile!
[+ Add Desired Occupation](#)

Activated Benefit Requests (3.1)

Language Course: 0
Qualification Recognition: 0
Relocation: 1

ID	EMPLOYER	VACANCY
4923	employer17giugno2	Job Vacancy da chiudere

[Forms List](#)

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

Home

Desired Job Position
Fill in the desired job position to increase the visibility of your profile!
[+ Add Desired Occupation](#)

Additional Forms
[Family member declaration \(Personal data processing acknowledgement\)](#)
[Family member declaration \(privacy conditions\)](#)
[Family member self-declaration attesting the physical relocation with family member](#)
[Participant estimate of extraordinary expenditures \(special conditions allowance\)](#)

Relocation (3.2)

Qualification Recognition: 0
Relocation: 1

ID	EMPLOYER	VACANCY
4923	employer17giugno2	Job Vacancy da chiudere

[Forms List](#)

Relocation (3.3)

n.4923
Job Vacancy da chiudere
Request n.1302
DRAFT

4

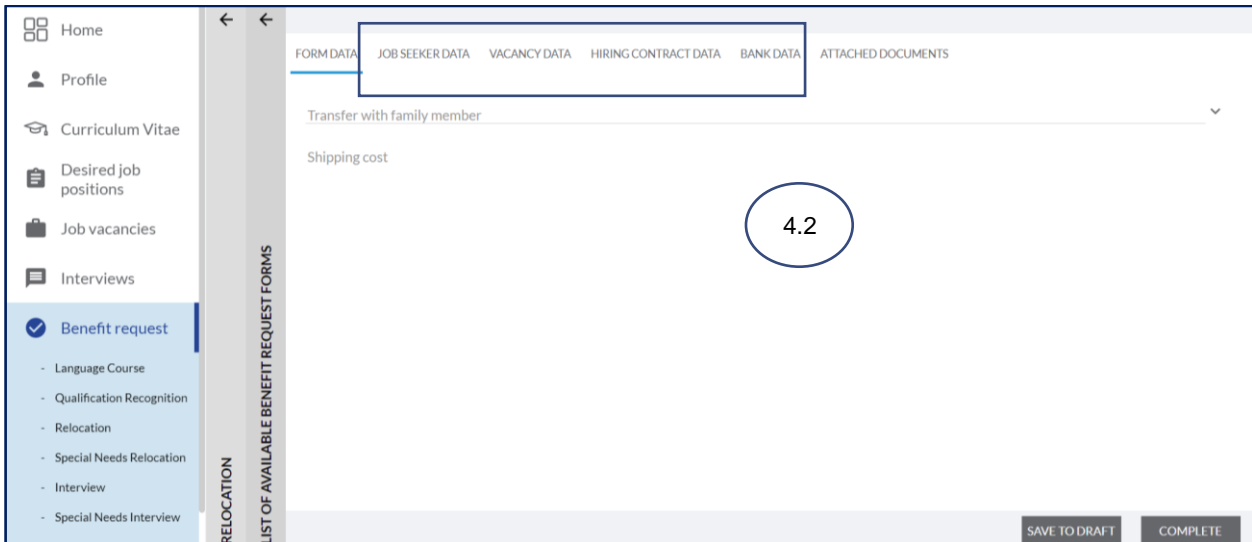
Fill in the Relocation Allowance Request Form

→ 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

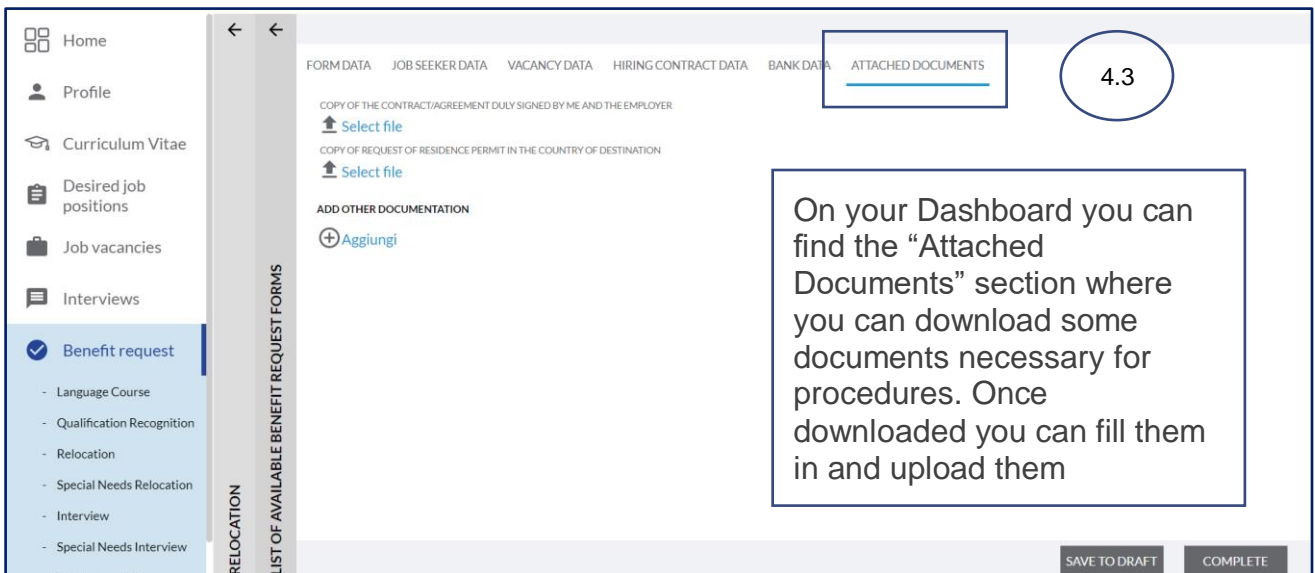
Are you moving with your family member/s?
Pick the correct answer in the form list and specify which family member will move with you.

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



→ 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



On your Dashboard you can find the “Attached Documents” section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

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)

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

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 email content includes the EURES logo, the European Union flag, and the ANPAL logo. It addresses Mr. Rossi and provides the OTP code 717328. It also includes a note about technical support and a signature from the project team. A callout box on the right states: 'PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!'

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EaSI 2014-2020**

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Agenzia Nazionale Politiche Attive del Lavoro

Dear Mr. Rossi

Here is the OTP code you need to sign the document you are sending to us.
717328

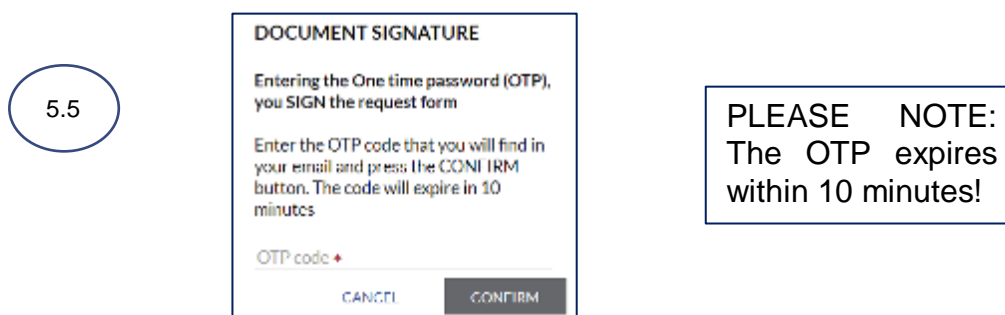
Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

TMS ©2022

5.4

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



The screen is titled 'DOCUMENT SIGNATURE'. It instructs the user to enter the OTP and press the CONFIRM button. It also includes a note about the OTP expiring in 10 minutes. There is an input field for the OTP code and buttons for CANCEL and CONFIRM. A callout box on the right states: 'PLEASE NOTE: The OTP expires within 10 minutes!'

5.5

DOCUMENT SIGNATURE

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

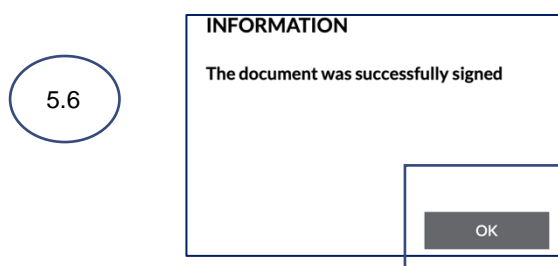
Enter the OTP code that you will find in your email and press the CONFIRM button. The code will expire in 10 minutes

OTP code +

CANCEL CONFIRM

PLEASE NOTE: The OTP expires within 10 minutes!

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



The screen is titled 'INFORMATION' and displays the message 'The document was successfully signed'. There is an OK button at the bottom right.

5.6

INFORMATION

The document was successfully signed

OK

→ 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 EURES dashboard with the 'Activated Benefit Requests' section. The 'Relocation' status is 'SENT'. A blue circle highlights the status '5.7'.

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

→ 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 EURES dashboard with the 'Activated Benefit Requests' section. The 'Relocation' status is 'APPROVED'. A blue circle highlights the status '5.8'.

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

→ 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)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Supplementary Allowances Interview: 0

Integration Programme Questionnaire: 0

Benefit Requests' Archive

REQUEST ID	REQUEST	EMPLOYER	VACANCY
4923	Relocation	employer17@lugno2	Job Vacancy da chiudere

Forms List

Active Supp. Allowances

Relocation
n.4923

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

5.9

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.