



## Procedure to participate in “Tu Trabajo EURES-FSE”

### 1. Job, apprenticeship or traineeship offers allowing to apply for “ Tu Trabajo EURES-FSE” grants

Job, apprenticeship or traineeship offers allowing the candidate to apply for “Tu Trabajo EURES-FSE” grants can be found in:

- EURES Spain [www.sepe.es/redEURES](http://www.sepe.es/redEURES) or the European EURES Portal <https://ec.europa.eu/eures>
- Any other job portal, public or private.
- A selection process (could be EURES or not)

### 2. How to apply “ Tu Trabajo EURES-FSE” grants

- When the candidate gets a job, apprenticeship or traineeship offer allowing him to apply to “Tu Trabajo EURES-FSE” grants, **he must apply before** going to the interview, incorporation to the job, apprenticeship or traineeship or before doing the language course (RD art.5) He need to fill the Form 1 plus the Initial Questionnaire and a EURES Adviser will have to confirm the offer and its duration (minimum six months) and sign the required form.
- In case of applying for the language course, he also must provide documentary evidence of the need for the course (Annex), which will present to the [EURES Adviser](#). The “Tu Trabajo EURES-FSE” grants are not mutually exclusive, so it is possible to request one, two or all the three.
- Once the Form 1 is signed by the applicant and the EURES Adviser, this one must inform the applicant of how to submit the application (registers of public organisms, offices or diplomatic missions and consular posts). The application should be addressed to the Director General of the Spanish Public Employment Service (SEPE), Subdirección General de Políticas Activas de Empleo, EURES National Coordination Office of Spain, Calle Condesa de Venadito, 9, 28027 Madrid.
- Spanish residents in the Economic European Area and Switzerland applying to “ Tu Trabajo EURES-FSE” grants must sent by certified mail to the [EURES Adviser](#) of the province in which that person has had his last domicile in Spain: Form 1, the initial questionnaire and a proof of being unemployed and registered as jobseeker in the Public Employment Services of the country of residence
- It is always necessary to send the original documents



- **NOTE:** The applicant is responsible that his application (Form 1+ Initial Questionnaire) is properly submitted/ registered and shipped.
- The applicant should keep a copy of the Form 1, once registered.
- Once the candidate has made the interview or is hired for a job, apprenticeship or traineeship he must send, within a maximum period of 1 month, directly to SEPE – EURES National Coordination Office in Spain – the original forms (Form 2 or 3 together with a copy the employment contract and the Satisfaction Questionnaire) duly signed. In the case of the language course he needs to submit the invoice of the course and the training certificate. Otherwise, the process will be paralyzed and payments will not be made.

APPLICANTS ARE RESPONSIBLE FOR THEIR SIGNED DECLARATION: that is, if the company or any other organization offers them paid travel, temporary accommodation or a language course, applicants shall renounce in order to be granted by “Tu Trabajo EURES-FSE”.

### **3. Communication with the candidate referring the status of his grant applications “ Tu Primer Trabajo EURES-FSE”**

Once the forms and documents reach the EURES National Coordination Office in Spain, the process for the grants of financial support applied by the candidate will start.

For any information on the status of the application, the candidate may do so via email [tutrabajoeuresfse@sepe.es](mailto:tutrabajoeuresfse@sepe.es)

If the grant or grants were finally awarded, both the EURES Adviser and the candidate will be informed by e-mail with a copy of the resolution of the concession duly signed by the General Director of the SEPE (Spanish Public Employment Service)

### **4. Reimbursement of the grants “Tu Trabajo EURES-FSE”**

The reimbursement of the awarded grants will only take place when the applicant submits all the required forms and documents within the deadlines set for it.