

Relevant forms and information

Starting staff

Temporary agents, Contract agents

Staff Regulations and CEOS

List of documents to be provided by newcomers

Information note for newcomers on salary and individual entitlements

Pay calculators (TA and CA)

Application form

Legal entity form

Financial identification form

Request for payment of travel expenses

Pre-recruitment medical examination – Fit to work certificate

Obligatory pre-recruitment medical examination

Pre-recruitment medical examination – Request for reimbursement of expenses

Entry into service – Information note about some rights

Determination of entitlements under the Staff Regulations

Form 2 - Entry into service

JSIS Confidential declaration

Step by step form

Application for education allowance

Transfer request (Article 17 Annex VII of the Staff Regulations)

Request for removal approval

Inventory list

Removal quotation

Confirmation of receipt of staff regulations

Entitlements and salary information

Request to transfer a part of remuneration

Trainees

Draft contract

List of documents to be provided

Legal entity form

Financial identification form

Request for payment of travel expenses

Declaration of non-receipt of other allowances

Information on the European Health Insurance Card

Seconded National Experts

Legal entity form

Financial identification form

Request for payment of travel expenses

Daily/Monthly allowances schedule

Declaration – Travel indemnity

Application for education allowance

Information about working at EIGE

Welcome guide

Working time policy

Form for accreditation card

Public holidays 2021

Ending staff

Temporary Agents, Contract Agents

End of employment check list

Pension transfer out form

Private pension organisations

Severance grant

Inventory list

Removal quotation

Removal request for prior removal

Request for revision of place of origin on termination

Claim for travel out

FTCS form (for unemployment registration) EN version

Guide to unemployment

JSIS cover after resignation

Regulation regarding unemployment

Claim for unemployment benefit

PMO termination of service guide

Seconded Experts

End of employment check list

Claim for travel out

Trainees

End of traineeship appraisal form

Claim for travel out