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

Form 1 – Entry into service – 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 (Artide 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

Trainee welcome package
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

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
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