

# Relevant forms and information

## Starting staff

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### 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 \(Article 17 Annex VII of the Staff Regulations\)](#)

[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](#)

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## **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](#)

[Information on the European Health Insurance Card](#)

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## **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](#)

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## **Information about working at EIGE**

[Welcome guide](#)

[Working time policy](#)

[Form for accreditation card](#)

[Public holidays 2021](#)

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## Ending staff

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### 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](#)

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### Seconded Experts

[End of employment check list](#)

[Claim for travel out](#)

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## **Trainees**

[End of traineeship appraisal form](#)

[Claim for travel out](#)

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