

To be filled out by the authority

|             |           |
|-------------|-----------|
| Case number | Signature |
|-------------|-----------|

## Information about the employment

Appendix to "Application for a Swedish work permit", "Application for an EU Blue Card for work in Sweden", "Application for ICT-permit for work in Sweden" and "Application for a seasonal work permit in Sweden". The form is also used when persons who are employed abroad will work for a client in Sweden.

Complete this form, Information about the employment, if you are an employer or client in Sweden who is offering work to people who are citizens of a country outside the EU/EEA area and Switzerland.

You can choose to fill in the information about the employment directly at [www.migrationsverket.se](http://www.migrationsverket.se). More information is also available there.

The information about the employment must include a statement from the relevant trade union in order for the application to be complete. This applies regardless of whether the employer is bound by a collective agreement or not. Start-up companies and companies in certain industries must fill in the additional information that is requested at the end of the form. If information is missing so that the Swedish Migration Agency must request further details, it will delay processing.

The employee must then enclose the information about the employment to their application for a permit to work in Sweden. The details provided in the information about the employment are a prerequisite for the Swedish Migration Agency to be able to examine the employee's application. This is why it is important that all requested information and documents are included.

If the information about the employment applies to several people with the same terms of employment and duties, one main person must be stated on this form and the others on the form Name list, 234011.

NB! The main rule is that, if it is a first-time application, the employee must apply for and have the permit granted before they enter Sweden.

Note, if the employment is a seasonal employment and the application is reviewed according to the regulations regarding permits for seasonal work, the employee must apply for and have the permit granted before they enter EU.

### 1. Employee

|  |   |
|--|---|
| Surname (family name)                                      | First name(s)   |
| Citizenship  | Date of birth/Personal ID No. (YYYYMMDD-NNNN)                             |
| Degree/education   | Sex <input type="checkbox"/> Male <input type="checkbox"/> Female         |
| <input type="checkbox"/> The form includes several persons | State number <input type="checkbox"/> Enclose the form Name list, 234011. |

### 2. Employer or client in Sweden

|   |  |
|---|--|
| Company name  | Registration number  |
| Street address  | Postcode and place   |
| Contact person  | Telephone number   |
| Email address   | SNI-code, see the company's register extract from the Swedish Tax Agency (five digits) |
| When did the company start its actual operation? (YYYY-MM-DD)   | Number of employees  |
| The company or agent is certified by a special agreement with the Migration Agency <input type="checkbox"/> No <input type="checkbox"/> Yes |  |
| If yes, state agent   |  |

### 3. The job

Here, you describe the duties of the job and its occupational classification. The occupational classification code (SSYK) must have at least three digits. You can find the SSYK codes in Statistics Sweden's (SCB) occupational register.

|   |                                     |                                  |
|---|-------------------------------------|----------------------------------|
| Occupation (in Swedish)   | SSYK-code (at least three digits)   |                                  |
| Description of the job  |                                     |                                  |
| State the employee's position (only applicable on intra-corporate transfer – ICT) |                                     |                                  |
| <input type="checkbox"/> Manager  | <input type="checkbox"/> Specialist | <input type="checkbox"/> Trainee |

### 4. The employment

Here, you state if the person will be employed in Sweden or abroad and the period during which the employment or assignment will be ongoing.

For new recruitment, you must also state how and when you advertised the position within the EU/EEA and Switzerland and provide the advertisement's reference number or ID number. If you did not advertise the position (for example, when the person is applying for an extension and still has the same position as before), you should state why.

For more information on the requirement regarding advertising, see [www.migrationsverket.se](http://www.migrationsverket.se).

#### 4.1 Employees in Sweden

|   |      |                   |
|---|------|-------------------|
| The employment concerns (State date YYYY-MM-DD) |      |                   |
| <input type="checkbox"/> Fixed-term employment  | from | _____ until _____ |
| <input type="checkbox"/> Permanent employment   | from | _____             |

#### 4.2 Advertising of the job

|   |  |
|---|--|
| Has the job been advertised in EU/EES and Switzerland?                      |  |
| <input type="checkbox"/> Yes  | Where has the job been advertised? _____               |
| Period, during which the job was advertised                                 | Advertise-ID (Platsbanken) or reference number (EURES) |
| <input type="checkbox"/> No State the reason why the job was not advertised |  |

#### 4.3 Employees outside Sweden

|   |                 |                  |
|---|-----------------|------------------|
| <input type="checkbox"/> Employment with an employer outside Sweden included in the same company group as the company in Sweden |                 |                  |
| Name of the foreign employer  | Employment from | Employment until |
| <input type="checkbox"/> Employment with an employer outside Sweden performing work for a Swedish client                        |                 |                  |
| Name of the foreign employer  | Employment from | Employment until |

#### 4.4 Cultural workers and artists

Cultural workers and artists must also enclose a signed contract and tour plan.

|                               |
|-------------------------------|
| Number of actual working days |
|-------------------------------|

### 5. Terms of employment

Here, you specify the scope of the work as a percentage of full time, the basic monthly salary, any supplements and allowances, and the total income per month. For ICT permits, compensation must be provided instead of salary.

You must state if the company is bound by a collective agreement, in what way and the organisation with which the company signed an agreement.

In order for an employee to be able to receive an EU Blue Card, the salary must be at least one and a half times an average Swedish salary. More information about the EU Blue Card and the so-called salary threshold can be found at [www.migrationsverket.se](http://www.migrationsverket.se).



## 9. Opinion from relevant union

The union statement is part of the information about the employment. It is the employer who must obtain the statement from the trade union that organises employees in the relevant occupational area. This applies regardless of whether the employer is bound by a collective agreement or not.

The union assesses whether the terms of employment offered are in line with terms pursuant to collective agreements or generally accepted practices in the profession or industry. The union must send the signed statement to the employer.

### 9.1. Details of the union

|                          |                  |
|--------------------------|------------------|
| Name of the organisation | Contact person   |
| Trade union post         | Telephone number |

### 9.2. The trade union's statement

|   |
|---|
| The employee's name   |
| The statement also includes the persons on the enclosed form Name list <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation, salary and extent of the employment according to the information about the employment                               |

#### 9.2.1 Details about collective agreement

|   |
|---|
| Is the employer bound by a collective agreement?<br><input type="checkbox"/> Yes, from _____ (YYYY-MM-DD) |
| In what way is the employer bound by a collective agreement?  |
| With which trade union or employer organisation?  |
| Which collective agreement is the employee covered by?  |
| <input type="checkbox"/> No   |

#### 9.2.2 The trade union's opinion

|  |
|--|
| <input type="checkbox"/> The conditions are <b>not worse</b> than the conditions stipulated under collective agreements or common practice within the profession or industry               |
| <input type="checkbox"/> The conditions <b>are worse</b> than the conditions stipulated under collective agreements or common practice within the profession or industry. <b>Statement</b> |
| <input type="checkbox"/> The salary is <b>lower</b><br>Salary conditions according to agreement or norm are _____ SEK/month for full-time  |
| <input type="checkbox"/> Insurances are worse<br>Comment _____   |
| <input type="checkbox"/> The conditions are worse than the conditions for employees according to Posting of Workers Act (1999:678) (only applicable on intra-corporate transfer - ICT)     |
| <input type="checkbox"/> The union refrains from commenting<br>State reason: _____   |

#### 9.2.3 Additional comments

|  |
|--|
|  |
|--|

### 9.3 Signature of the union

|                                       |              |
|---------------------------------------|--------------|
| Place                                 | Date         |
| Signature of the union representative | Printed name |

## 10. Additional information

The additional information must be filled in by some employers in certain industries and by all employers in start-up companies. It is part of the information about the employment.

If the Migration Agency has to request additional information, the proceedings will be delayed. It is therefore important that all documents are included.

### 10.1 Companies in certain industries

Companies with SNI codes that start with the numbers in the list below must supplement the information about the employment with additional information. The SNI code is, for example, stated in the company's registration certificate from the Swedish Tax Agency. More information on SNI codes is available from Statistics Sweden, SCB.

Employers within municipality, county council and Government or employers where the number of employees is 50 or more do not need to supplement the form with additional information even if they employ in specified industries.

- Cleaning (81290, 81210)
- Hotel and restaurant (55101, 56)
- Service (9602, 9604, 9609)
- Construction (41200, 421, 42990, 43)
- Staffing (782)
- Trading (471-478)
- Agriculture and forestry (0113, 012, 02102)
- Automobile repair (452)
- Personal Assistance (88101, 88102)

#### 10.1.1 Describe how you as an employer will finance the salary for the employee for at least three months. Do this by enclosing the following certificates or documents

- balance sheet and performance report for the current financial year
- available funds or overdraft credit.

#### 10.1.2 If you as an employer previously have taken part in the application for a work permit and have hired nationals from outside the EU/EEA and Switzerland you should enclose

- tax account extract from the Tax Agency (Skatteverket) for the last three months.

#### 10.1.3 If the company is registered in a country outside the EU/EEA or Switzerland and will run business operations in Sweden you should enclose

- registration certificate from the Swedish Companies Registration Office (Bolagsverket) (Certificate for branch registration in Sweden in accordance with in the Foreign Branch Offices Act (1992:160)).

#### 10.1.4 Comments

### 10.2 New businesses in all industries

Additional information has to be given for employment in new businesses in all industries. A new business is a company that has started its actual operations in the past 12 months.

#### 10.2.1 Describe how you as an employer will finance the salary for the employee for at least three months. Do this by enclosing the following certificates or documents

- balance sheet and performance report for the current financial year
- available funds or overdraft credit
- contracts entered for current and future projects or lease and purchase of premises.

#### 10.2.2 If you as an employer previously have taken part in the application for a work permit and have hired nationals from outside the EU/EEA and Switzerland you should enclose

- tax account extract from the Tax Agency (Skatteverket) for the last three months.

**10.2.3 If the company is registered in a country outside the EU/EEA or Switzerland and will run business operations in Sweden you should enclose**

- registration certificate from the Swedish Companies Registration Office (Bolagsverket) (Certificate for branch registration in Sweden in accordance with in the Foreign Branch Offices Act (1992:160)).

**10.2.4 Comments**

**10.3 If the employment is a seasonal employment**

A seasonal worker is a person who lives in a country outside of the EU/EES and Switzerland, and who is staying temporarily in Sweden to do seasonal work in accordance with an agreement on a fixed-term employment. For more information, see [www.migrationsverket.se](http://www.migrationsverket.se).

**10.3.1 If, as an employer, you rent or provide accommodation to the employee, you have to enclose**

- form "Accommodation details – Appendix for seasonal work permit application" (264011).  
Note that the seasonal worker must have been given a written document with the terms of rent. If the rent is to be deducted directly from the salary, the employee must have given written consent for this.
- copy of rental agreement or a certificate for an upcoming contract. If the employee is subletting the accommodation, you must also enclose documents showing that the subletting has been approved by the landlord, the housing association or the rental board.

**10.3.2 If the employee you are going to hire worked for you during the previous season the employee should enclose**

- copies of their payslips from the previous employment with you.

**10.3.3 Comments**