



Part I

RECRUITMENT FORM

- I. The Candidate Recruitment Form for a Project Participant may be completed electronically in Polish, it should be printed out in full and legibly signed in the designated places. It is possible to use the form of handwriting. It is not allowed to interfere with the content of the form, remove its provisions or logos. The condition for processing the form is to fill in all the required fields. Only fill in the fields on a white background and mark the appropriate boxes with an "X" in the case of the fields to be selected. Editing gray fields is not allowed. The form consists of 4 parts:

Data of a natural person – filled in by all candidates.

- III. Candidate's declaration of consent to the processing of personal data – filled in by all candidates.

A statement of non-participation in another project implemented at the same time under the European Funds for Małopolska 2021–2027, in which the envisaged forms of support for the participant are of the same type or are aimed at the same goal/benefits for the participant of the project – filled in by all candidates.

- IV. Questionnaire diagnosing the needs of the candidate for the project – filled in by all candidates.

Recruitment form					
Project "Support for third-country nationals in Krakow"					
Project implementer			Fundacja Internationaler Bund Polska		
Project No.			FEMP.06.19-IP.01-0371/25		
Project duration			02.01.2026 - 29.02.2028		
Lp.		Lp.	Name	Personal data of the candidate	
I	Personal data	1	Name		
		2	Last name		
		3	Citizenship		
		4	Gender	☐ female	☐ male
		5	PESEL number		
		6	Education level	☐ lower than primary (ISCED 0)	☐ primary (ISCED 1)
				☐ lower secondary (ISCED 2)	☐ upper secondary (ISCED 3)
☐ post-secondary (ISCED 4)	☐ tertiary (ISCED 5-8)				
II	Residential address	1	Street		
		2	House No.		
		3	Apartment No.		
		4	City/Town		
		5	Postal Code		
		6	Commune (Gmina)		
		7	County (Powiat)		
		8	Voivodeship		
		9	Phone number		
		10	Email address		



	11	Preferred written contact	☐ Email	☐ Traditional mail
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III	Additional information	1	A person belonging to a national or ethnic minority, a migrant (including marginalized communities, e.g. Roma)	☐ Yes	☐ No	☐ prefer not to answer
			Homeless person or person affected by housing exclusion	☐ yes	☐ no	☐ prefer not to answer
			A person with a disability	☐ yes	☐ no	☐ prefer not to answer
			A person from third countries (non-EU citizen or stateless or stateless person)	☐ yes	☐ no	☐ prefer not to answer
			A person of foreign origin (a foreigner who does not have Polish citizenship, regardless of the fact of having or not having citizenship of other countries)	☐ yes	☐ no	☐ prefer not to answer
			A person who, after aggression, of the Russian Federation to Ukraine has been granted temporary protection (a document confirming the temporary protection is required)	☐ yes	☐ no	☐ prefer not to answer
			For persons with disabilities what can we do to make you feel comfortable?	architectural accessibility for example: entrance at ground level around the building, ramp, elevator		☐ yes
				preparation of information/training materials printed in a larger font than the standard		☐ yes
				Polish Sign Language (PJM) interpreter		☐ yes
				Sign language interpreter (SJM)		☐ yes
				Induction Loop		☐ yes
				presence of an accompanying person/assistant of a person with a disability		☐ yes



				Special nutritional needs	☐ yes
				providing conditions for an assistance dog	☐ yes
				Other (please specify).....	
IV	Status of a person on the labour market in the moment of submitting the form:	1	☐ unemployed person	☐ an unemployed person registered with the Labour Office ¹ (a certificate from the Labour Office is required); ☐ an unemployed person not registered in the records of the Labour Office ² (required attachment of a certificate from the Social Insurance Institution-ZUS); Including a long-term unemployed person registered with the Labour Office 2: ☐ yes ☐ no	
			☐ professionally inactive person ³ (a certificate from the Social Insurance Institution is required)	☐ a person not participating in education or training ☐ A learner/Student ☐ Other (please specify).....	

¹

unemployed person registered/not registered with the Labour Office – meeting at least one of the following criteria:

- a person registered as unemployed at the Labour Office (a certificate from the Labour Office is required),
- a person who is actively looking for employment and is ready to take up employment (even if they are not registered with the Labour Office), including a person of retirement age who has reached retirement age and does not receive pension benefits, and a person receiving a pension or disability pension who is unemployed but is ready to take up employment and is actively looking for employment (it is required to present a certificate from the Social Insurance Institution on the absence of contributions under the employment contract/mandate and a statement of readiness to take up employment job and job search activity).

²

long-term unemployed person – A long-term unemployed person is an unemployed person who has been in the register of the district labour office for a period of more than 12 months in the last 2 years, excluding periods of internship and vocational training for adults (presentation of a certificate from the labour office is required).

³

economically inactive person - a person who does not create labour force resources at a given time (i.e. is not a working or unemployed person). The following are considered to be professionally inactive, m.in: a) full-time students, unless they are already employed (also part-time); b) doctoral students who are not employed at the university, in another institution or enterprise (it is required to present a certificate from the Social Insurance Institution (ZUS) on the absence of contributions under the employment contract/mandate).



		2	☐ Employed person	☐ self-employed person ☐ a person working in government administration ☐ a person working in local government administration [excluding schools and educational institutions] ☐ a person working in an NGO ☐ a person working in an MSME ☐ A person working in a large company ☐ a person working in an entity performing medical activities ☐ a person working in a school or educational institution ☐ (teaching staff) ☐ a person working in a school or educational institution ☐ (non-teaching staff) ☐ a person working in a school or educational institution ☐ (Executives) ☐ a person working at a university ☐ a person working in a research institute ☐ a person working in a research institute ☐ a person working in an institute operating within the Network ☐ Łukasiewicz Research Centre ☐ a person working in an international scientific institute ☐ a person working for a federation of entities of the higher education and science system ☐ a person working for the state legal entity ☐ farmer ☐ Other
V	Candidate's legal status	1	I have full legal capacity	☐ YES ☐ NO

I hereby declare my willingness to participate in the project "Support for third-country nationals in Krakow", I declare that I have read and accept the Regulations of Recruitment to participate in the project.

.....
Place, date

.....
Legible signature of the Candidate for the Project Participant

I, the undersigned, am aware of the criminal liability for making a false statement, resulting from Article 233 of the Act of 6 June 1997. Criminal Code (Journal of Laws No. 88, item 553, as amended), I hereby declare that the information contained in this Recruitment Form and the Statements attached to the Recruitment Form are true and up-to-date.

.....
Place, date

.....
Legible signature of the Candidate for the Project Participant

Part II

PROJECT PARTICIPANT'S STATEMENT

In connection with joining the project entitled "Support for third-country nationals in Krakow" no. FEMP.06.19-IP.010371/25, I hereby declare that I acknowledge that:



1. The administrator of my personal data processed as part of the project is the Internationaler Bund Polska Foundation, Aleja Ignacego Daszyńskiego 22, 31-534 Kraków; a separate administrator of my personal data made available in accordance with Article 90 of the Act of 28 April 2022 on the principles of the implementation of tasks financed from European funds in the financial perspective 2021–2027 (the Implementation Act) is the Małopolska Centre for Entrepreneurship, correspondence address, 16 Armii Krajowej Street, 30-150 Kraków. This does not violate the rights and does not exclude the obligations of other administrators of my personal data within the meaning of Article 88 of the Implementation Act, i.e. the Managing Authority – the Management Board of the Małopolska Voivodeship, the minister responsible for regional development;
2. The processing of my personal data is lawful and meets the conditions referred to in Article 6(1)(c) and Article 9(2)(g) of Regulation (EU) 2016/679 of the European Parliament and of the Council – personal data are necessary for the implementation of the European Funds for Małopolska 2021-2027 programme on the basis of:
 - 1) the Act of 28 April 2022 on the rules for the implementation of tasks financed from European funds in the financial perspective 2021–2027 (the Implementation Act),
 - 2) Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the the Instrument for Financial Support for Border Management and Visa Policy (General Regulation);
 - 3) Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013;
3. My personal data will be processed solely for the purpose of project implementation, in particular for the purposes of monitoring, reporting, communication, publication, evaluation, financial management, verification and auditing and, where applicable, for the purposes of determining the eligibility of participants and information and promotion activities under the European Funds for Małopolska 2021-2027 programme;
4. In the case of evaluation studies commissioned by the Managing Authority – the Management Board of the Małopolska Voivodeship, the Intermediate Institution – the Małopolska Centre for Entrepreneurship or another entity that has entered into an agreement with the Managing Authority or the Intermediate Body for the implementation of the evaluation, the Beneficiary will make available my data, including contact details;
5. My personal data will be stored until the completion of the project and the closure and settlement of the European Funds for Małopolska 2021-2027 programme and the end of the durability period for the project and the archiving period, whichever is later;
6. Providing data is voluntary, although it is a statutory requirement and the consequence of refusing to provide them is the inability to provide support under the project;
7. I have the right to access the content of my data and the right to: rectify, limit processing, in accordance with Articles 15, 16, 18 of the GDPR;
8. I have the right to lodge a complaint with the President of the Office for Personal Data Protection if I believe that the processing of my personal data violates the provisions of the GDPR;
9. My personal data may be entrusted or made available to other entities authorized under the law, e.g. IT solution providers;
10. My personal data will not be processed in an automated manner, including profiling;
11. I can contact the Data Protection Officer:
 - operating at the Beneficiary's office, by sending a message to the following e-mail address: krakow@ib-polska.pl or in writing to the following address: Fundacja Internationaler Bund Polska, Aleja Ignacego Daszyńskiego 22, 31-534 Kraków,
 - acting within the Intermediate Body, by sending a message to the following e-mail address: dane_osobowe@mcp.malopolska.pl or in writing to the following address: Data Protection Inspector MCP , Małopolska Centre for Entrepreneurship, 16 Armii Krajowej Street, 30-150 Kraków;



Fundusze Europejskie
dla Małopolski

Dofinansowane przez
Unię Europejską



MAŁOPOLSKA

12. Within 4 weeks of the end of participation in the project, I will provide data on my social or professional situation (e.g. status on the labour market, participation in education or training),

.....
Place, date

.....
Legible signature of the Candidate for the Project Participant

Part III

CANDIDATE'S STATEMENT FOR THE PROJECT

In connection with joining the project entitled "Support for third-country nationals in Krakow", I declare that I do not take part in another project implemented at the same time under the European Funds for Małopolska 2021-2027, in which the envisaged forms of support for the participant are of the same type or aim at the same goal/benefit for the participant of the project, and I undertake, that I will not participate in such a project until the end of support in the above-mentioned project.

.....
Place, date

.....
Legible signature of the Candidate for the Project Participant

Part IV

SURVEY FOR DIAGNOSING THE NEEDS OF THE CANDIDATE FOR THE PROJECT

I. Knowledge of Polish Language

How do you assess your knowledge of the Polish language?

- ☐ I don't speak Polish or I know single words
- ☐ I understand simple words, but it's hard for me to speak
- ☐ I can introduce myself and tell basic information
- ☐ I can handle simple situations (shop, doctor) and at work
- ☐ I can hold a conversation, but I make mistakes
- ☐ I talk freely

In what situations does the Polish language cause the greatest difficulty?

- ☐ Office
- ☐ Doctor
- ☐ Work
- ☐ Everyday Matters
- ☐ other: _____



II. Support needs

Do you need legal support? YES / NO

If so, please specify to what extent: _____

Do you need psychological support? YES / NO

Do you want to participate in team-building activities? YES / NO

III. Barriers

What barriers hinder your functioning?

☐ Language

☐ No work

☐ health problems

☐ Lack of support

☐ Other: _____

IV. Participant preferences

What forms of support do you prefer?

☐ group classes

☐ individual classes

☐ practical meetings (outings)

☐ other: _____

V. What trips/outings would you like to take part in:

☐ Historical walk

☐ Exit to the museum

☐ going to the theatre

☐ Exit to the art gallery

☐ Going to the exhibition

☐ going to the concert

☐ Other: _____

II. Open question

What do you need most to help you settle in Poland ?

Date and place: _____ Signature: _____