

EMPLOYMENT & TRAINING CORPORATION

APPLICATION FOR AN EMPLOYMENT LICENCE FOR AN EU/EEA/SWISS CITIZEN
[Section 11 of the Immigration Act (Cap. 217)]

NB: ALL ITEMS OF THIS FORM SHOULD BE COMPLETED AS OTHERWISE APPLICATION WILL NOT BE ACCEPTED.

I, the undersigned, being an EU/EEA/Swiss citizen, or the spouse or a dependant of such citizen, hereby apply for the issue of an employment licence:

1. Surname: _____
2. First Name(s): _____ 3. Marital Status: _____
4. Full Name of Spouse: _____ 4A. His/Her Nationality _____
5. Address Abroad: _____
- 5 A. Address in Malta: _____ Post Code: _____
6. Telephone Number: _____ 7. Mobile Number: _____
8. Place and Country of Birth: _____ / _____ 9. Date of Birth: _____
10. Nationality: _____ 11. Passport/ID No: _____
12. Place of Issue: _____ 13. Date of Issue: _____
14. Father's Name: _____ 15. Duration of Employment Contract: _____
16. Mother's Name and Maiden Surname: _____
17. Email Address: _____
18. Vacancy was shown on YES / NO If YES, write the vacancy number
Eures: _____

I am enclosing a covering letter, a job description, proof that he/she can exercise profession in Malta (in case of regulated profession), his/her Curriculum Vitae/Qualifications/Testimonials, copy of passport details as well as one (1) photograph (Passport type).

PROMISE OF WORK – (To be filled by Employer)

I, hereby declare that Mr/Mrs/Ms _____ is going to be employed with _____ as _____ for a period of _____ (from _____ until _____), once the necessary permit will be issued.

EMPLOYER'S PROFILE

Name and Surname of Employer or his/her representative:			
Employer's Business Address:			
Telephone Number:		E-Mail:	
Fax Number:		Activity:	
Number of Employees:	_____ of which _____ are Full Time and _____ Part Time.		
Number of Non-Maltese Employed:		Any Apprentices in Employment:	YES / NO
Redundancies in the past 12 months (if needed please provide the information on a separate sheet)			
Number:	Occupation:	Nationality:	
Employer's P.E. Number:			

Signature of Employer: _____ Signature of Applicant: _____

Designation: _____

Date: _____

NOTES

1. This application should be countersigned by a Director or a person holding a senior managerial position in the establishment where the EU/EEA/Swiss citizen is to be employed.
 2. Applications for the employment of entertainers, groups, etc., must be received **at least five clear days** before the performer/s is/are due to start working in Malta. The curriculum vitae must include the date an artist, group, etc., started his/her/their performing career and the most important places where he/she/they have performed, including the date and place of his/her/their last performance.
 3. An application for the issue of an employment licence must be submitted **five working days before start of employment date**.
 4. **The employer's and the applicant's attention is drawn to the fact that no person may take up employment before he/she is in possession of an employment licence. Heavy penalties are envisaged in the Immigration Act (Cap. 217) for any infringement of its provisions.**
 5. In accordance with the Immigration (Residence Permits and Employment Licences) (Fees) Regulations, 1993 - Legal Notice No. 15 of 1993, as subsequently amended, the following fees are payable for:
 - i. The issue of this employment licence is valid for a maximum period of:

One year - **€ 58.23** (LM 25)
 - ii. Cheques should be made payable to:

'The Chairman' Employment & Training Corporation
- This fee is due on delivery of the employment licence and not when a request for a new application is made.**
6. All applications must be sent/submitted at the following address: Employment & Training Corporation, Employment Licences Unit, Block E Room 12, Birzebbuga BBG 06, Attention Mr Tony Schembri. The Corporation may be contacted on Telephone Nos: 22201580-8, Fax No: 22201852, or e-mail address: tony.schembri@gov.mt
 7. N.B. If the applicant is the spouse or a dependant of an EU/EEA/Swiss citizen he/she has to provide documentary evidence regarding the relationship to such citizen.
 8. The job description and the curriculum vitae provided must be based on ETC's templates that can be downloaded from ETC's website (www.etc.gov.mt).
 9. All the information provided in this application will be treated according to ETC's data protection policy. Full details of this policy can be obtained on the following link (<http://www.etc.gov.mt/site/page.aspx?pageid=20>).
 10. Values displayed in Maltese lira are based on the rate of €1=Lm0.429300 and are for information purposes only. Between 1st and 31st January 2008 payments can still be effected in Maltese lira but only in cash form.