



## Declaration of Termination of Employment

Explanatory notes:

1. This declaration should be filled in by:
  - The employer when an employment has been **terminated**.
  - The employer when an employee's employment status is **changed**, e.g. from part-time to full-time and vice-versa, or from a definite contract to an indefinite contract or for any other reason.
  - The self-employed person on **ceasing** to be self-employed.
2. This declaration should be used in both full-time and part-time employment and/or self-employment.
3. It is very important that this form is filled properly, especially the **termination date** and **the reason of termination**.
4. This declaration should be sent, within **FOUR DAYS** from the date of termination, on  
**hriu.jobsplus@gov.mt**  
In case of difficulty phone **153**
5. Employers are obliged to send this declaration. Those who do not do so within the stipulated time, are liable to a fine as envisaged in Articles 50 to 54 of the Employment Training Services ACT XXXIX of 2018.
6. Termination Forms can also be submitted through our website: **www.jobsplus.gov.mt**
7. The terms used in the **Section B (Details of Employment)** of this declaration should be interpreted as follows:
  - a) "*Casual*" refers to work which is irregular or intermittent with no expectation of continuous employment.
  - b) "*Definite Contract*" refers to temporary employment where a predetermined termination date is agreed to by both employer and employee.
  - c) "*Indefinite Contract*" refers to permanent employment, meaning that employment remains valid until one of the parties concerned decides to terminate it.
  - d) "*Apprentice/Trainee*" is a person still enrolled in an educational or training scheme and at the same time is attached to the employer as part of that scheme.
  - e) "*Teleworker*" is a person that is working from home (or a remote place) using equipment such as telephones, the internet, and email; and who is engaged with a registered employer
8. **Section C (Details of Employer):**
  - "*Employer Number (Jobsplus)*" is a number issued by the Jobsplus when a person registers as self-employed or as a company/business concern. If this is the first time that you are employing, and you still do not have this number, please leave it blank.
  - The term "*Household Employer*" can only be used in those instances when employees are recruited to assist the employer in his/her personal and domestic needs (*such as nannies for kids in domestic care or care workers for elderly persons or persons with disability*).

- *Acronyms used:* IRD – Inland Revenue Department; MBR – Malta Business Register

9. An acknowledgement is issued once this form is processed. If the employer or the employee does not receive an acknowledgement, it is their respective responsibility to inform the Corporation to issue another acknowledgement or to download one if submitted electronically.

10. *These notes are for information purposes only.*

*“If the Employer fills in this form s/he should ensure that the data required to fill in this form is obtained in so far as possible, first hand from the employee. Wherever data about the employee is obtained from a third party, the employee should be informed and the accuracy of the data ascertained.*

*Personal data is collected, held and used by Jobsplus and is exchanged with third parties in order to fulfil the functions required of Jobsplus according to the provisions of the Employment and Training Services Act (Chapter 594) of the Laws of Malta. Jobsplus will use personal data according to the provisions of the Data Protection Act 2018, the General Data Protection Regulation EC/679/2016 and Jobsplus’ Privacy Policy (<https://jobsplus.gov.mt/privacy-policy>). Data provided to Jobsplus should be correct and should there be any changes, these are to be communicated to Jobsplus immediately. Both employers and employees have the right to access, change and delete, where applicable, the personal data that Jobsplus holds about them as well as to request that an incorrect personal data is rectified.”*



# TERMINATION OF EMPLOYMENT FORM

For office use only:

## SECTION A: PERSONAL DETAILS

Identity Card Number / Passport

Social Security (N.I.) Number

Date of Birth

Name Surname

Number / Name of Residence

Street

Locality

Postcode

Email address

Mobile Number

Telephone Number

Gender

Male  Female  Other

**Nationality**

Maltese  Dual Citizen

EU \_\_\_\_\_

Non-EU \_\_\_\_\_

In case of a Non-EU citizen, who is dependent on an EU National, the Nationality of the EU Citizen needs to be written down below and a copy of the "Residence Card" or the Interim receipt issued by Identity Malta of the non-EU citizen needs to be attached.

In case of a Non-EU Citizen, and he/she is married to a Maltese national, please attach the document of the "Freedom of Movement by Marriage" issued by Identity Malta.

## SECTION B: DETAILS OF EMPLOYER

Name and Surname of Employer

Name of Commercial Entity (*Partnership / Company*)

Address of Commercial Entity

Locality

Postcode

Mobile Number

Telephone Number

Email address

Primary Sector in which Commercial Entity operates

Employer N° (*Jobsplus*)

PE Number (*I.R.D.*)

VAT Number

Company Number (*MBR*)

Self-Employed (*without employees*)

Self-Employed (*with employees*)

Cooperative

Partnership

Voluntary Organisation

Joint Venture

Holding Company

Company (Ltd)

Company forming part of a Group

Government Department

Corporation / Authority

Government Entity

Company - Foreign Owned

Company - Maltese Owned

Government Majority Shareholding

Government Minority Shareholding

Household Employer

**Jobsplus Gozo: Employment Records**

Sir Arturo Mercieca Street, Victoria VCT2024

Tel: +356 22201955/1875

Email: hriu.jobsplus@gov.mt

**SECTION C: DETAILS OF EMPLOYMENT**

<b>Employment Type</b>	
Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
Full-Time (Reduced) <input type="checkbox"/>	
<b>Nature of Employment</b>	
Definite Contract <input type="checkbox"/>	Indefinite Contract <input type="checkbox"/>
Trainee / Apprentice / Intern <input type="checkbox"/>	Casual <input type="checkbox"/>

Date of Commencement:

Date of Termination:

Job Title:   
(Designation)

**Work Arrangement**

Teleworker

**REASONS OF TERMINATION – GUIDELINES**

PRINCIPAL REASONS FOR TERMINATION OF EMPLOYMENT	Specific Reasons for Termination of Employment (Please tick <b>ONLY ONE</b> of the reasons below)	<input checked="" type="checkbox"/>
<b>Redundancy</b> (Sensja)	Lack of Work (Nuqqas ta' Xogħol)	<input type="checkbox"/>
	Business Closed Down (Is-Sid għalaq / Kumpanija għalqet)	<input type="checkbox"/>
<b>Termination of Contract</b> (Tmiem tal-Kuntratt)	End of Definite Contract (Tmiem ta' Kuntratt Definit)	<input type="checkbox"/>
	End of Apprenticeship Scheme Contract (Tmiem tal-Kuntratt tal-Apprentistat)	<input type="checkbox"/>
	End of Work Phase (Tmiem ta' fażi ta' Xogħol / Xogħol għas-Sajf)	<input type="checkbox"/>
	Expiry of Appointment (Skadenza tal-Ħatra)	<input type="checkbox"/>
<b>Circumstances beyond employer's control</b> (Ċirkustanzi lil hinn mill-kontroll ta' min iħaddem)	Failing to Obtain Driving / Operating Licence (Nuqqas ta' akkwizzizzjoni ta' liċenzja tas-sewqan / liċenzja biex topera)	<input type="checkbox"/>
	Failing to pass Physical Training / Aptitude Test (Nuqqas milli jgħaddi mit-Test Fiżiku)	<input type="checkbox"/>
	Revocation of Employment Licence (Revokazzjoni tal-Liċenzja tal-Impjieg)	<input type="checkbox"/>
	Cancellation/Suspension of Employment Licence (Kancellazzjoni / Sospensjoni tal-Liċenzja tax-Xogħol)	<input type="checkbox"/>
	Expiry of Employment Licence (Skadenza tal-Liċenzja tal-Impjieg)	<input type="checkbox"/>
	Court Injunction / Interdiction / Sentence (Inġunżjoni tal-Qorti / Interdizzjoni / Piena ta' Ħabs)	<input type="checkbox"/>
<b>Dismissed</b> (Tkeċċija)	Disciplinary Reasons (Tkeċċija fuq raġunijiet Dixxiplinarji)	<input type="checkbox"/>
	Failure to perform duties as agreed in employment contract (Naqas li jagħmel id-doveri skont kif miftiehem fil-kuntratt tal-impjieg)	<input type="checkbox"/>
<b>Resignation</b> (Riżenja)	Formal Resignation (Riżenja Formali)	<input type="checkbox"/>
	Did not report for Work (Ma rrapportax għax-Xogħol)	<input type="checkbox"/>
	Abandoned Place of Work (Abbanduna l-Post tax-Xogħol)	<input type="checkbox"/>
	Early Retirement (Irtirar Kmieni)	<input type="checkbox"/>
	Retirement Disciplinary Corp Member - AFM/Police Force (Irtirar Korp Dixxiplinarju - AFM / Pulizija)	<input type="checkbox"/>
	Retirement Age (Pensjonant)	<input type="checkbox"/>
	Voluntary Retirement / Redundant Scheme (Irtirar Volontarju)	<input type="checkbox"/>
	Emigrated / Left Abroad (Emigra / Siefer)	<input type="checkbox"/>
	Employed Elsewhere (Instab Xogħol leħor)	<input type="checkbox"/>
	Ended Self-employment (Il-Persuna ma għadhiex taħdem għal rasha)	<input type="checkbox"/>
	Ended Part-time Employment (Il-Persuna ma għadhiex taħdem fuq bażi part time)	<input type="checkbox"/>
	For Further Studies (Il-Persuna waqfet taħdem biex tkompli tistudja)	<input type="checkbox"/>
Health Reason (Raġuni ta' Saħħa)	<input type="checkbox"/>	
<b>Termination During Probation</b> (Terminazzjoni waqt iż-Żmien ta' Prova)	Termination by the employer during the probationary period (L-Impjieg terminat minn min iħaddem fil-perjodu ta' prova)	<input type="checkbox"/>
	Termination by the employee during the probationary period (L-Impjieg terminat mill-impjegat fil-perjodu ta' prova)	<input type="checkbox"/>
<b>Employment not Effected</b> (L-Impjieg ma seħħ qatt)	When the Termination Date is the same as the Engagement Date (L-Impjieg qatt ma seħħ)	<input type="checkbox"/>
<b>Changes within the same Organisation, such changes do not constitute termination of employment but for statistical record</b> (Tibdil fl-istess Organizzazzjoni)	Transferred to another Public Service Department (Trasferiment minn Dipartiment tal-Gvern għall-ieħor)	<input type="checkbox"/>
	Transfer of Business (Trasferiment ta' negozju)	<input type="checkbox"/>
	Change in Company Name (Tibdil fl-isem tal-Entità)	<input type="checkbox"/>
	Transfer from Full-Time / Part-Time Casual to Part-Time Employment and vice-versa (Trasferiment minn xogħol Full-time / Part-Time Casual għal-Part Time u viċi versa)	<input type="checkbox"/>
	Transfer from Full-Time to Full-Time Reduced Employment and vice-versa (Trasferiment minn xogħol Full-time għal-Full-Time reduced u viċi versa)	<input type="checkbox"/>
	Transfer from Full-Time/Part-Time Indefinite Contract to a Definite Contract and vice-versa (Trasferiment minn xogħol Full-time/Part-Time Kuntratt Indefinit għal Kuntratt Definit u viċi versa)	<input type="checkbox"/>
<b>Deceased</b> (Miet)	Deceased (Il-persuna mietet)	<input type="checkbox"/>
<b>Termination by the employer</b> (Terminazzjoni min-naħa ta' min iħaddem)	Employee reaches pension age (L-impjegat laħaq l-età tal-pensjoni)	<input type="checkbox"/>
	Health reason (Raġuni ta' saħħa)	<input type="checkbox"/>

Signature of Employer

Signature of Employee

Designation

Employer Identity Card Number

Form Submitted Date