

Access to Employment (A2E) Scheme 3rd Call Checklist for Entities

Kindly ensure that the Access to Employment Application Form is accompanied by the documents mentioned in the below table. Application will **NOT BE ACCEPTED** until all documents are submitted.

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| 1. Original A2E Application Form duly filled and signed by Employer / Employer Representative and the participant/s | |
| 2. In case of foreign participants: A copy of the Maltese Residence Permit / Card (both sides) must be presented | |
| 3. If participant falls under Target Group 3: Request for Verification Form | |
| 4. If participant falls under Target Group 4: Signed Curriculum Vitae or Template Form ¹ <i>If the participant has attended any foreign education, he/she must obtain a confirmation from the NCFHE² regarding the ISCED Level of the highest certificate attained.</i> | |
| 5. If Self Employed: a copy of the last Tax Return Form and Income Statement (Profit and Loss Account). | |
| 6. In case of Non-Governmental Organisations: a. a copy of the ' compliance e-mail ' issued by the Office of the Commissioner for Voluntary Organisations, and b. a declaration ³ signed from NGO's President or the General Secretary, identifying the person/s occupying an official position within their organisation. | |
| 7. In case of Social Partners: supporting documentation from the DIER ⁴ confirming that they are currently registered with them. | |

¹ Participant's Curriculum Vitae must contain all the basic minimum information found on the template is provided

² National Curriculum for Higher Education

³ This declaration should clearly indicate who is responsible for the application. This person does not necessarily need to be formally employed with the NGO

⁴ Department of Industrial and Employment Relations

