



Declaration of Commencement of Employment

Employed Persons

Notes for Employers:

1. This declaration should be filled in for each employee.
2. In every case of new employment, this form, dully filled in, is to be sent to the Corporation on the **SAME DAY** of commencement of employment.
3. If this is the first-time job of the person who is to be employed such person should provide you with:
 - (a) Identity Card
 - (b) Certificate of Registration of the Social Security Number from the Department of Social Security or, in the case of non-Maltese nationals, a certificate from the same Department regarding exemption from Social Security contributions.
4. Children who have not yet attained the age of sixteen or who attained the age of sixteen before the end of the academic year of Form 5 should provide employer with a School Exemption. This certificate is obtainable from the Student Services Department, Fra Gaetano Pace Forno Street, Hamrun HMR1100 and telephone number - 21243523.

This also applies to persons of compulsory school age who intend working during their summer months or who are starting a part-time job.
5. A non-Maltese/European national requires an Employment Licence before being employed and needs to apply for Single Permit (Residence and Work Permit) at Identity Malta, Valletta – citizenship@gov.mt / Tel. No. 25904800. Foreign employees who are not entitled to Single Permit need to apply at the Jobsplus – Employment Licence Unit (ELU) employment-licences.jobsplus@gov.mt.
6. The certificates indicated in paragraph 3 and if applicable, the certificates indicated in paragraphs 4 and 5 are to be sent to Jobsplus together with this form.
7. Section B (Details of Employer), “Employer Number (Jobsplus)” is a number issued by the Jobsplus when a person registers as self-employed or as company. If this is the first time that you are employing and you still do not have this number, please leave it blank.
8. The terms used in the Section C of this declaration should be interpreted as follows:
 - a) “Casual” is when a person is called up for duty when required and not on a fixed basis.
 - 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) "Outworker" is a person working from his/her own residence and who is paid on a per item basis and not with fixed salary.
- e) "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.

9. This declaration should be sent to:

Jobsplus Gozo
Sir Arturo Mercieca Street
Victoria Gozo VCT 2024

Email: hriu.jobsplus@gov.mt

In case of difficulty phone **22201957**

- 10. Engagement Forms can also be submitted through our website: www.jobsplus.gov.mt
- 11. An employer, who does not send this declaration within the stipulated time, is liable to a fine as envisaged in Legal Notice 110 of 1993 and Act No. XXVII Employment Training Services (Amendment) Act, and Legal Notice 226 of 2016.
- 12. An acknowledgement is issued once this form is processed. If the employer or the employee does not receive an acknowledgement, it is up to him/her to inform the Corporation to send another acknowledgement.
- 13. 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 and held by Jobsplus and is used by Jobsplus and/or transferred to third parties in order to fill Jobsplus' functions according to law and in line with the provisions of the Data Protection Act. You should disclose to Jobsplus personal data which is correct. You have a right to access your personal data as well as to request that any incorrect personal data be rectified. You should ask for assistance if you have any queries."



ENGAGEMENT FORM - EMPLOYEE

SECTION A: PERSONAL DETAILS

Gozo Office:

Sir Arturo Mercieca Street, Victoria VCT 2024

Tel: +356 22201957

Email: hriu.jobsplus@gov.mt

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

GenderMale Female Other **Academic Level**Never attended School Primary Level Secondary Level *(No Certification)* SEC Certificate or 'O' Level Certificate MATSEC Certificate, Advanced or Intermediate Level Diploma Level Graduate Masters Certificate or Postgraduate Diploma Doctorate Level **Nationality** EU Maltese Dual Non EU In case of a Non-EU citizen, and He / She is dependent on an EU National, write down below the Nationality of the EU Citizen below and attach a copy of the "Residence Permit" In case of a Non EU Citizen, and He / She is married to a Maltese National, attach a document of the "Freedom of Movement by Marriage"

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 No. (Jobsplus)

PE Number (I.R.D.)

VAT Number

Company Number (MFSA)

Self-Employed (without employees) Self-Employed (with employees) Company / Cooperative Partnership Voluntary Organisation (NGO) Government Entity Holding Company Company (Ltd) Company forming part of a Group Company that does not form part of a Group Corporation / Authority Government Dept. Company - Foreign Owned Company - Maltese Owned Government Majority Shareholding Government Minority Shareholding

