



Declaration of Commencement of Employment

Employed Persons

Notes for Employers:

1. This declaration should be filled in for each employee.
 - (a) 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.
 - (b) If this is the first-time job of the person who is to be employed such person should provide you with:
 - (i) Identity Card
 - (ii) 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.
2. **Minors** who are not in compulsory school age but below the age of sixteen years should provide employer with a School Leaving Certificate or the completion of Form 5 form in order to be employed. Minors who are still in compulsory school age required to obtain a School Exemption certificate from the **Student Services Department, Fra Gaetano Pace Forno Street, Hamrun HMR1100** (Tel. N°: 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.
3. **A non-Maltese/non-European national** requires an **Employment Licence** before being employed and needs to **apply for Single Permit** (Residence and Work Permit) at Identity Malta, Msida – citizenship@gov.mt (Tel. N° 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**.
4. The certificates indicated in paragraph 1 and if applicable, the certificates indicated in paragraphs 2 and 3 are to be sent to Jobsplus together with this form.
5. 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) “*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.

6. **Section C (Details of Employer):**

- (a) “*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.
- (b) 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*).

7. This declaration should be sent to:

**Jobsplus Gozo
Employment Records Unit
Sir Arturo Mercieca Street
Victoria Gozo VCT 2024**

Email: hriuforms.jobsplus@gov.mt

In case of difficulty phone **22201957**

8. Engagement Forms can also be submitted through our website: www.jobsplus.gov.mt

9. An employer, who does not send this declaration within the stipulated time, is liable to a fine as envisaged in Articles 50 to 54 of the Employment Training Services ACT XXXIX of 2018.

1. 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.

2. 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 any incorrect personal data is rectified.”



ENGAGEMENT FORM - EMPLOYEE

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

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 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, please attach the document of the "Freedom of Movement by Marriage"

SECTION B: DETAILS OF EMPLOYMENT

Employment Type

Full-Time

Full-Time
(Reduced)

Part-Time

Part-Time
(Casual)

Designation / Type of Work

Nature of Employment

Definite Contract

Indefinite Contract

Trainee / Apprentice

Outworker

Place of Employment

Gozo

Town/City

Malta

Town/City

Date of Commencement:

