

ACCESS TO EMPLOYMENT (A2E) SCHEME 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.

1. Original A2E Application Form duly filled and signed by Employer / Employer Representative	<input type="checkbox"/>
2. In the case of foreign participants: A copy of the Maltese Residence Permit/Card (both sides) must be presented	<input type="checkbox"/>
3. If participant falls under Target Group 3: Request for Verification Form	<input type="checkbox"/>
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>	<input type="checkbox"/>
5. If Self Employed: a copy of the VAT Registration Certificate	<input type="checkbox"/>
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 the NGO's President or the General Secretary, identifying the person/s occupying an official position within their organisation.	<input type="checkbox"/> <input type="checkbox"/>
7. In case of Social Partners: supporting documentation from the Department of Industrial and Employment Relations ⁴ confirming that they are currently registered with the them.	<input type="checkbox"/>

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 be formally employed by the NGO

⁴ DIER

