

# Access to Employment (A2E) Scheme Call 3.1 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 and the participant/s
2. In case of foreign participants:
  - i. A copy of the Maltese Residence Permit (both sides) must be presented for non-EU nationals in order to confirm their status.
  - ii. For Target Groups 1, 6 and 7 evidence must be provided in order to show that the participant have been residing in Malta for the period specified in such Target Groups.
  - iii. If a foreign participant has never been employed in Malta, a signed Curriculum Vitae<sup>1</sup> or template form provided must be submitted.
  - iv. In case of UK nations evidence must be provided in order to show that the participant came to Malta up till 31<sup>st</sup> December 2020.
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<sup>2</sup>  
*If the participant has attended any foreign education, he/she must obtain a confirmation from the MFHEA<sup>3</sup> regarding the ISCED Level of the highest certificate attained.*
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. the list of all administrators forming part of the voluntary organisation<sup>4</sup>.
7. In case of Social Partners: supporting documentation from the DIER<sup>5</sup> confirming that they are currently registered with them.

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

<sup>2</sup> Participant's Curriculum Vitae must contain all the basic minimum information found on the template provided

<sup>3</sup> Malta Further & Higher Education Authority

<sup>4</sup> This can be the same form which has been submitted to the Office of the Commissioner for Voluntary Organisations

<sup>5</sup> Department of Industrial and Employment Relations

