



Registration Form

1. Kindly complete this registration form and send it to the nearest Job Centre, to register for the first time. Kindly attach a copy of:
 - Your ID Card/ Maltese Residence Card (from both sides)
 - Parent's Consent Form (For the registration of Minors {Under 18 years of age})
 - Your Curriculum Vitae (C.V.) if available
 - Any certificates/ licences you may have

2. During the registration phase, you will be notified whether you will be registering on Part 1 or 2 of the register (for more information on the different parts of the register please visit our website: www.jobsplus.gov.mt). Our advisor will also explain what each part entails.

3. If you are an unemployed person from any EU member state, you may transfer your unemployment benefits to Malta. If you opt to transfer your unemployment benefits to Malta you need to obtain the "U2" form from the Institution that is currently paying your unemployment benefits. On arrival in Malta, you must register with us (i.e. the Public Employment Service), within 7 days as indicated in item 2.3 of the "U2" form. You then need to forward a copy of the U2 together with the Registration document issued by us to the Department of Social Security (DSS). The DSS will then inform the competent institution with the date of registration in Malta.

Payment of Unemployment Benefits - The Institution paying the unemployment benefits, shall continue to be responsible to pay your unemployment benefits whilst you are in Malta. Appropriate arrangements shall be made between you and the Institution, prior to departure.

4. Kindly complete all the details on this form although this is not a Jobsplus Official Document and is not part of the Official Jobsplus Registration Procedure.
5. In the qualifications section, it is important to include all qualifications and to fill in the subject, level, grades and institution accordingly. Please also include any relevant courses such as ECDL. Please attach copies of original certificates. All certificates in foreign languages should be translated and legalized in English language.
6. In the work preferences section, please write at least three work preferences. These preferences will be discussed in the meeting you will soon have with your Employment Advisor and the preferences will be confirmed on that day.
7. There are certain requirements that a person must satisfy in choosing work preferences. Below are some examples:
 - Clerk: a minimum of 5 O Levels at Pass Grade (3 of which must be English, Maltese and Maths) or more than 2 years work experience in an office environment. Computer knowledge is a must
 - Salesperson: those who have more than one year experience in sales or those who attended a retailing, sales and marketing course
 - Security / Private Guard: security course and warrant required
 - Chef: Food Handling course B and Food & Hygiene Certificate required
 - Electrician: Enemalta Licence A and/or B
 - Accountant: B.A Hons Accountancy or completion of MIA/ACCA course and warrant
8. Data collected by Jobsplus is kept confidential and is processed according to the Data Protection Act. This data is used only for Jobsplus' functions, for law-abiding purposes and can be disclosed only to third parties if in the interest of Jobsplus service and according by law.



Personal Details

ID Card No: _____

Name & Surname: _____

Age: _____ Nationality: _____

Telephone No: _____ Mobile No: _____

Email address:
(if available) _____

Locality: _____

Driving Licence

A1 A A+ B1 B Bauto B + E

C1 C1 + E C C + E D1 D1 + E D

D + E F G

Has Own transport Yes No

Use own transport for work? Yes No N/A

Level of Education

Primary Secondary Post-Secondary Tertiary

Qualifications

Are you literate (knowing how to read and write)?

	Reading	Writing	Speaking	Understanding
Maltese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you numerate (knowledge of Maths)? Yes No

Do you have computer knowledge? Yes No



What are your qualifications / courses?

Subject (e.g. Maths) (e.g. Food Handling Course A) (e.g. BTEC National Dip in Care)	Level (e.g. O Level) (e.g. competent) (e.g. Diploma)	Grade (1-7, A-E) (Not applicable) (Good Pass)	Institution (University of Malta) (Jobsplus) (MCAST)

Licences / warrants (if applicable):

(e.g. security licence, accountant warrant) _____

Expiry of licence / warrant (if applicable): _____

Do you have any other skills/competencies? _____

(e.g. manual skills)

Do you have any disability problems? Yes No

Do you have any social problems? Yes No
(e.g. homelessness, drug addiction, ex-prisoner?)



Experience

If you are unemployed, where and what was your last job?

Work Preferences

	Work Preferences <i>e.g. Plasterer</i> <i>e.g. Animator</i>	No. of years experience <i>e.g. 5 months</i> <i>e.g. 0 months</i>
1.		
2.		
3.		

DECLARATION:

I declare and confirm that:

- (a) I am ready to work full time in accordance with my work competences as submitted in this form
- (b) All the details submitted are correct and will immediately inform Jobsplus if any of these details were to change
- (c) I have understood all the terms and conditions of this document after reading them or having them explained to me by someone
- (d) I am aware and accept that during the interview I may be asked sensitive and private information that are of relevance to Jobsplus, such as health and/or medical history, and/or ethnicity, and/or race.
- (e) I am ready to provide evidence on all activities I carried out as proof of my effort to find a job.

I, the undersigned _____ residing at _____

authorise Jobsplus to make use of personal or confidential information which may lead to suitable employment and/or training.

This authorisation is given to Jobsplus in order to process personal data according to the provisions of the Data Protection Act 2018 and General Data Protection Regulations EC/679/2016. Personal data is collected, held and used by Jobsplus and will not be disclosed to third parties unless to fulfill the functions required of Jobsplus according to the provisions of the Employment and Training Services Act (Ch. 594 of the Laws of Malta); or it is required under any other specific Law.

You should disclose to Jobsplus data which is correct, and should there be any changes, these are to be communicated to Jobsplus immediately. You have the right to access, change and delete, where applicable, personal data that Jobsplus holds about you, as well as to request for any incorrect personal data to be rectified.

Client's Signature

I.D no. _____

Date: _____