



Employment Licence Application Checklist for Secondary Employment of a Third Country National

- A filled in application form, ELU/FM - 032, duly signed by employer.
- A copy of the passport bio page certified as a true copy.
- A certified true copy of a valid Residence Permit or Interim Permit or a Valid Visa.
- Covering letter by employer indicating efforts made to fill in the position by an EEA/Swiss/ Maltese National.
- A Position Description (as per template provided, ELU/FM-011), duly signed by the employer.
- Processing Fee (€120 to be paid on application)

If the position applied for the secondary employment differs from the one held in the primary employment, the following needs to be submitted:

- A Curriculum Vitae (as per template provided, ELU/FM-012) of the prospective employee, duly signed by the TCN.
- A copy of qualification certificates of the prospective employee, relating to the occupation to be engaged for, need to be provided, including certified translated copies where applicable. Qualifications need to be recognized by the Malta Qualifications Recognition and Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE). Where recognition has been applied for but not yet been obtained, a copy of the receipt issued by MQRIC needs to be presented. However, a decision on the application will not be taken before the recognition certificate is provided by the applicant to the Corporation.

In the case of a regulated profession, evidence that a person is able to practice the said profession in Malta, is to be obtained from the relative profession council.

- With the exception to regulated professions, if the prospective employee lacks formal qualifications in the occupation for which s/he will be engaged, at least three years of related work experience must be proven. The work references including certified translated copies, where applicable, must contain information on start and end dates of employment, information of work carried out and competencies achieved, and also contact details of the referee.



Employment Licence Unit

Application for a RENEWAL of Employment Licence

- A filled in application form, ELU/FM-032, duly signed by employer.
- A certified true copy of the pages of the valid passport containing the personal details of the TCN – **only if since the last application these would have changed.**
- Covering letter by employer, declaring that no changes will be taking place or have taken place vis a vis the position description and/or CV of the TCN.
- A certified true copy of a valid Residence Permit or VISA.
- Evidence of being in primary employment.
- Processing Fee (€120 to be paid on application).

Notes :

- An incomplete application will not be accepted.
- Copies of documents can be certified true copies either by the employer, against the original passport, or by a Malta Embassy official or a lawyer, or a doctor, whose details must be clearly legible. Self employed persons cannot certify their own documents.
- Notwithstanding this checklist, applicants are invited to read thoroughly through the Employment Licence Guidelines, to check for additional documents that may be needed for the issue of an Employment Licence in respect of particular occupations.
- Information on application, processing and issuance of Employment Licences may be found in the Employment Licence Guidelines on the Jobsplus website at www.jobsplus.gov.mt.
- The application and supporting documents must be sent or hand delivered to the Employment Licence Unit, Jobsplus, Head Office Hal Far BBG 3000. Information on opening hours is also available on the Jobsplus website at www.jobsplus.gov.mt