



**APPLICATION FOR A NEW / EXTENSION OF AN EMPLOYMENT LICENCE
FOR A THIRD COUNTRY NATIONAL**

I, the undersigned, hereby apply for

- ISSUE of a NEW employment licence
- EXTENSION of an employment licence

As the employer, I declare that I have informed the foreign national that the information provided will be processed by the Jobsplus for the purpose of applying for an Employment Licence. Jobsplus may undertake verification of all personal data submitted on this application form by sharing, requesting and disclosing data as it deems fit.

I have also informed the said foreign national that s/he has the right to access, rectify, and where applicable, erase any data concerning him/her. As the employer I guarantee fair processing of any personal data collected or processed.

Signature of Employer: _____ Date : _____

Name in Block Letters : _____ I.D. No : _____

Designation : _____

1 to 8 : GENERAL PARTICULARS OF EMPLOYEE	
1. Surname: _____	2. First Name: _____
3. Address in Malta: _____	
4. Date of Birth: _____	5. Place and Country of Birth: _____
6. Nationality: _____	7. Passport Number: _____
8. Expiry Date of permission to stay in Malta : _____	

9 to 14 : EMPLOYER DETAILS	
9. Name of Company/Firm: _____	
10. Company/Firm's Address : _____	
11. Tel. Number : _____	12. Telefax Number: _____
13. E-Mail Address: _____	
14. PE Number : _____	

15 to 17 : EMPLOYMENT DETAILS	
15. Post Offered : _____	
16. Place of Work: _____	
17. Expected Duration of Employment: _____	

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NOTES

1. An incomplete application will not be accepted. Applicants are invited to refer to the applicable checklist that contains information on the documents that need to be attached to this application.
2. The applicant is duly bound to declare whether or not the application is being submitted for a worker in terms of the Temporary Workers Agency Regulations (LN461 of 2010).
3. Applications for the issue of a NEW Employment Licence must reach Jobsplus at least two months before the third country national is due to start work.
Applications for the issue of an EXTENSION of an Employment Licence must reach Jobsplus at least one month before the expiry of the active Licence. An application for an extension of Licence after the expiry date of the said Licence will not be accepted. An application for a NEW Licence must then be submitted.
4. The Employment Licence is valid for a maximum period of 12 months.
5. An Employment Licence is issued to a specific employer in respect of a specific person to perform a specific job and everytime a change is made, a new Employment Licence is to be applied for.
6. The issue of an Employment Licence does not substitute the need for the employer to submit an engagement form to Jobsplus, clearly indicating the effective date of engagement.
7. The following fees are applicable:
 - i. **€150.00** (NON REFUNDABLE) - On application for **NEW/EXTENSION** of an Employment Licence
 - ii. **€80.00** - On issue of Employment Licence
8. All applications must be submitted by email on applications-licences.jobsplus@gov.mt
Alternatively an application may be sent by hand / sent by mail at the following address:
The Unit Manager
Employment Licence Unit
Jobsplus
Hal Far BBG 3000
9. Jobsplus may be contacted on Telephone No. 21 654940, Fax No: 22201816, or e-mail : employment-licences.jobsplus@gov.mt
10. All the information provided in this application will be treated in terms of Jobsplus' Data Protection Policy. Full details of this Policy can be obtained from the Jobsplus' website - www.jobsplus.gov.mt
11. Employment Licence Guidelines may be viewed on, or downloaded from the Jobsplus' website - www.jobsplus.gov.mt