



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 (*refer to note*).
- Covering letter by employer indicating efforts made to fill in the position by an EEA/Swiss/ Maltese National.
- Evidence of the TCN being in primary employment.
- A Position Description (as per template provided, ELU/FM-011), duly signed by the employer.
- Declaration of Suitability (FM-038) should also be submitted.
- Declaration re Working Hours (FM-037).
- 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.

If the prospective employer has not applied in the last 6 months for the same position for another Third Country National, the following needs to be submitted:

- Copies of a valid advert (not older than 6 months).



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 via email to applications-licences.jobsplus@gov.mt or sent by post/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