



**APPLICATION FOR A NEW/EXTENSION OF, EMPLOYMENT LICENCE FOR A PERSON GRANTED INTERNATIONAL PROTECTION OR TEMPORARY HUMANITARIAN PROTECTION STATUS**

I, the undersigned, hereby apply for the issue of an Employment Licence in my name. I am enclosing an official document in support of my status in Malta and a copy of my Immigration Certificate.

I hereby agree and consent to have my personal data collected and processed by Jobsplus for the purpose of processing my application. Jobsplus may undertake verification of all personal data submitted on this application form, by sharing, requesting or disclosing data as it deems fit.

This consent is being granted on the condition and understanding that Jobsplus will comply with all the relevant legislation and regulations relating to the handling and processing of personal data.

Payment:  Enclosed  Still to be settled

Signature:

Date:

**NEW** Employment Licence  
 **EXTENSION** of an Employment Licence

International Protection (Refugee/Subsidiary Protection)  
 Temporary Humanitarian Protection

1. Surname: \_\_\_\_\_

2. First Name (s): \_\_\_\_\_

3. Address in Malta: \_\_\_\_\_

\_\_\_\_\_

4. Nationality: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_

6. Mobile Number: \_\_\_\_\_

7. Police ID: \_\_\_\_\_

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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. 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.
3. The Employment Licence is issued as per the expiry date of the official document confirming the **Refugee** or **Subsidiary Protection / Temporary Humanitarian Protection** status for a period not exceeding 12 months.
4. The issue of an Employment Licence does not substitute the need for the employer (or yourself in case of self-employment to submit an engagement form to Jobsplus, clearly indicating the effective date of engagement.
5. The following fees are applicable :
  - **€ 58.00** for the **ISSUE** of a **NEW** Employment Licence
  - **€ 34.00** for the **EXTENSION** of an Employment Licence
6. All applications must be submitted by email on [applications-licences.jobsplus@gov.mt](mailto: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**
7. Jobsplus may be contacted on Tel: +356 21654940, Fax: +356 22201816 or  
E-mail: [employment-licences.jobsplus@gov.mt](mailto:employment-licences.jobsplus@gov.mt)
8. All the information provided in this application will be treated in terms of the Jobsplus' Data Protection Policy. Full details of this Policy can be obtained from the Jobsplus' website - [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)
9. A copy of the Employment Licence Guidelines may be viewed on, or downloaded from, the Jobsplus' website - [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)