



## **Employment Licence Application Checklist for a person that is in possession of a Specific Residence Authorisation**

### Application for a New Employment Licence/Renewal of Employment Licence

- A filled in application form, ELU/FM-036, duly signed by the applicant.
- A copy of valid *Specific Residence Authorisation*.
- Processing Fee (€58 for a new/€34 for a renewed Employment Licence, to be paid on issue of Licence).

#### **Notes :**

- An incomplete application will not be accepted.
- The application is to be made by the individual seeking employment.
- 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](http://www.jobsplus.gov.mt). Forms can also be downloaded from this website.
- The application and supporting documents must be sent via email to [applications-licences.jobsplus@gov.mt](mailto: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](http://www.jobsplus.gov.mt)
- Only applicants having an active Employment Licence may apply for a renewal using the *Interim Receipt* issued by Identity Malta. In such cases, the Employment Licence may only be issued for a period of **3 months** – extendable once a copy of the *Specific Residence Authorisation* is provided.