



New Employment Licence Application Checklist for a Third Country National

- A filled in application form, ELU/FM - 009, duly signed by employer.
- A copy of all the passport pages. The page containing the personal details of the TCN (bio page) needs to be certified as a true copy.
- A certified true copy of a valid Residence Permit or Interim Permit or a Valid Visa (*refer to note*).
- Notification re validity of Visa/ Authorisation to Stay in Malta (FM-034) – *if applicable (see Notes)*.
- Covering letter by employer, explaining in as much detail as possible, why the position cannot be filled by an EEA/Swiss/ Maltese National.
- Copies of a valid advert (not older than 6 months);
- A Position Description (as per template provided, ELU/FM-011), duly signed by the employer.
- A Curriculum Vitae (as per template provided, ELU/FM-012) of the prospective employee, duly signed by the TCN.
- Declaration of Suitability (FM-038).
- Processing Fee (€150 to be paid on application and €80 to be paid on issue of Licence).



Employment Licence Unit

Notes :

- An incomplete application will not be accepted.
- If the Residence Permit or Interim Permit or Valid Visa expires within **one week** from the date of application for an Employment Licence, the TCN applicant is to fill in form *ELU-FM-034 (Notification re validity of Visa/ Authorisation to Stay in Malta)* and submit such form with the application.
- If the TCN is already in possession of a Residence Permit and may be eligible to apply through the Single Permit process, however wishes to pursue a separate Employment Licence application with Jobsplus, s/he must submit a declaration form *ELU-FM-031* formally renouncing right to undergo the Single Permit process (if applicable).
- 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.
- In case of applications submitted by Temping Agencies, the *Declaration of Posting* (FM-039) needs to be submitted.
- 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