



APPLICATION FOR A NEW / EXTENSION OF AN EMPLOYMENT LICENCE FOR AN ASYLUM SEEKER

I, the undersigned, hereby apply for the

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

As the employer, I declare that I have informed the asylum seeker 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 asylum seeker 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.

Payment: Enclosed Still to be settled Not applicable

Signature of Employer: _____ Date : _____

1 TO 6 : GENERAL PARTICULARS OF EMPLOYEE

1. Surname:	_____		
2. Name (s) :	_____		
3. Address in Malta:	_____		
4. Date of Birth:	_____	5. Nationality:	_____
6. Police ID :	_____		

7 TO 14 : EMPLOYER DETAILS

7. Name of Company / Firm:	_____		
8. Company / Firm's Address:	_____		
9. Telephone Number(s):	_____	10. Mobile Number :	_____
11. E-Mail Address:	_____	12. PE Number :	_____
13. Name of Employer's Representative :	_____	14. ID No:	_____

15 TO 18 : TO BE FILLED IN FOR THE ISSUE OF A NEW EMPLOYMENT LICENCE

15. Type of Work:	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	
16. Post Offered :	_____	17. Place of Work :	_____
18. 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. 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 Licences will be issued for the maximum duration of:
 - **3 (three) months** for Asylum Seekers whose application has been rejected by the Refugee Commission;
 - **6 (six) months** for Asylum Seekers whose application is still pending or appealed to the Refugee Commission.However, in determining the duration of the Licence, the Employment Licences Unit will adhere to the advice of the Refugee Commissioner.
4. The following fees are applicable :
 - i. The issue of a **NEW** Employment Licence, valid for a maximum period of:

12 months	-	€ 58.00
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 - ii. The issue of an **EXTENSION**, valid for a maximum period of:

12 months	-	€ 34.00
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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. 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
8. Jobsplus may be contacted on Tel: +356 21654940, Fax: +356 22201816 or
E-mail: employment-licences.jobsplus@gov.mt
9. 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
10. A copy of the Employment Licence Guidelines may be viewed on, or downloaded from, the Jobsplus' website - www.jobsplus.gov.mt