



## Declaration of Commencement of Employment

### Employed Persons

#### Notes for Employers:

1. This declaration should be filled in for **each** employee when he / she enters the labour market for the first time or when he/she takes up a new position with a different company to the one he/she was employed with.
2. In every case of new employment, this form, dully filled in, is to be sent to the Corporation on the **SAME DAY** of commencement of employment.
3. If this is **the first job** of the person who is to be employed and this person is a **not a-Maltese national**, this person should provide:
  - a) A copy (*back and front*) of his/her Identity Card or a valid Residence Card issued by Identity Malta;
  - b) Be in possession of a Certificate of Registration bearing his/her Social Security Number. For Maltese nationals, the social security number (NI) is the same as the I.D. card number. For non-Maltese nationals, the social security number may be obtained personally from the Department of Social Security. If a person is exempt from paying national insurance locally, then a certificate of exemption from social security contributions (*Form A1* - [https://www.servizz.gov.mt/en/Pages/Inclusion\\_Equality-and-Social-Welfare/Social-Solidarity/Benefits-and-Services/WEB635/default.aspx](https://www.servizz.gov.mt/en/Pages/Inclusion_Equality-and-Social-Welfare/Social-Solidarity/Benefits-and-Services/WEB635/default.aspx)) must be attached to this form. If an NI number was already issued to the data subject, then this number does not change and can be reused in case of new employment (i.e. there is no need to request another NI number).
  - c) If the prospective employee is a holder of a Specific Residence Authorisation or is a person with Subsidiary Protection/Temporary Humanitarian Protection or enjoys Refugee Status, they must be in possession of an Employment License issued in their own name prior to their recruitment. This license is issued by the Employment Licensing Unit at Jobsplus.
4. **A non-Maltese/non-European national** (including an Asylum Seeker/Failed Asylum Seeker) requires an **Employment Licence** before being employed and needs to **apply for a Single Permit** (Residence and Work Permit) at Identity Malta, Msida – citizenship@gov.mt (Tel. N° 25904800). Foreign employees who are not entitled to a Single Permit need to apply at the Jobsplus – Employment Licence Unit (ELU): **employment-licences.jobsplus@gov.mt**.
5. **Minors** who are still of compulsory school age, are required to obtain a School Exemption certificate from the **National School Support Services, Fra Gaetano Pace Forno Street, Hamrun HMR1100** (Tel.N°: 21243523) and a “no objection to work” from the Department of Industrial and Employment Relations (DIER). The latter is issued by the DIER once a risk assessment for the minor concerning his/her workstation is presented to DIER. This also applies to persons of compulsory school age who intend working during their summer months or who are starting a part-time job.

Article 2 of The Education Act (Chapter 327), defines "*Compulsory school age*" to mean any age from five years to fifteen years, both inclusive, and accordingly a person shall be deemed to be of compulsory school age if s/he has attained the age of five years and has not attained the age of sixteen years or has not yet completed the last year of secondary school.

**Minors** who are not of compulsory school age but *below the age of sixteen years* should provide the employer with a School Leaving Certificate or a form showing he/she has completed Form 5 form in order to be employed.
6. The certificates indicated in paragraph 3(a) and if applicable, the certificates indicated in paragraphs 4 and 5 are to be sent to Jobsplus together with this form.

7. The terms used in the **Section B (Details of Employment)** of this declaration should be interpreted as follows:

- a) “*Casual*” refers to work which is irregular or intermittent with no expectation of continuous employment.
- b) “*Definite Contract*” refers to temporary employment where a predetermined termination date is agreed to by both employer and employee.
- c) “*Indefinite Contract*” refers to permanent employment, meaning that employment remains valid until one of the parties concerned decides to terminate it.
- d) “*Apprentice / Trainee / Intern*” is a person still enrolled in an educational, internship or training scheme and at the same time is attached to the employer as part of that scheme or simply to gain work experience or satisfy requirements for a qualification.
- e) Under the section “*Working Patterns*”, a list of atypical work arrangements is displayed. These are work arrangements that fall outside the realm of the standard fixed hours. The following are the definitions to be adopted:
  - *Day: Regular work between 6am and 6pm excluding weekends.*
  - *Night: Regular work from 6pm onwards.*
  - *Shift work: Work schedule varies between morning, afternoon and night.*
  - *Weekends: Regularly working on Saturday and/or Sunday*
- f) “*Teleworker*” is a person that is working from home (or a remote place) using equipment such as telephones, the internet, and email; and who is engaged with a registered employer in Malta or Gozo.

8. **Section C (Details of Employer):**

- (a) “*Employer Number (Jobsplus)*” is a number issued by Jobsplus when a person registers as self-employed or as a company/business concern. If this is the first time that you are employing somebody and you still do not have this number, please leave it blank.
- (b) The term “*Household Employer*” can only be used in those instances when employees are recruited to assist the employer in his/her personal and domestic needs (*such as nannies for kids in domestic care or care workers for elderly persons or persons with disability*).
- (c) *Acronyms used:* IRD – Inland Revenue Department; MBR – Malta Business Register; NI - National Insurance

9. This declaration should be sent on [hriuforms.jobsplus@gov.mt](mailto:hriuforms.jobsplus@gov.mt)

In case of difficulty phone **153**

10. Engagement Forms can also be submitted through our website: [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)

11. An employer, who does not send this declaration within the stipulated time, is liable to a fine as envisaged in Articles 50 to 54 of the Employment Training Services ACT XXXIX of 2018.

12. An acknowledgement is issued once this form is processed. If the employer or the employee does not receive an acknowledgement, it is their respective responsibility to inform the Corporation to issue another acknowledgement or to download one if submitted electronically.

13. These notes are for information purposes only.

*“If the Employer fills in this form s/he should ensure that the data required to fill in this form is obtained as far as possible, first-hand from the employee. Wherever data about the employee is obtained from a third party, the employee should be informed, and the accuracy of the data ascertained.*

*Personal data is collected, held and used by Jobsplus and is exchanged with third parties in order to fulfil the functions required of Jobsplus according to the provisions of the Employment and Training Services Act (Chapter 594) of the Laws of Malta. Jobsplus will use personal data according to the provisions of the Data Protection Act 2018, the General Data Protection Regulation EC/679/2016 and Jobsplus’ Privacy Policy (<https://jobsplus.gov.mt/privacy-policy>). Data provided to Jobsplus should be correct and should there be any changes, these are to be communicated to Jobsplus immediately. Both employers and employees have the right to access, change and delete, where applicable, the personal data that Jobsplus holds about them as well as to request that any incorrect personal data is rectified.”*



# ENGAGEMENT FORM - EMPLOYEE

For office use only:

## SECTION A: PERSONAL DETAILS

Identity Card Number /Passport\*

Social Security (N.I.) Number

Date of Birth\*

Name\*

Surname\*

Number / Name of Residence\*

Street\*

Locality\*

Postcode\*

Email address\*

Mobile Number

Telephone Number

Gender\*

Male

Female

Other

Nationality\*

Maltese

Dual Citizen

EU

Non-EU

In case of a Non-EU citizen, who is dependent on an EU National, the Nationality of the EU Citizen needs to be written down below and a copy of the “Residence Card” or the Interim receipt issued by Identity Malta of the non-EU citizen needs to be attached.

In case of a Non-EU Citizen, and he/she is married to a Maltese national, please attach the document of the “Freedom of Movement by Marriage” issued by Identity Malta.

## SECTION B: DETAILS OF EMPLOYMENT

Employment Type\*

Full-Time

Full-Time   
(Reduced)

Part-Time

Job Title (Designation)\*

Nature of Employment\*

Definite Contract  Indefinite Contract

Trainee / Apprentice / Intern  Casual

Working Patterns\*

Day  Shift work

Night  Weekends

Work Arrangement

Teleworker

Date of Commencement\*:

Place of Employment\*

Malta

Gozo

Abroad

Town / City

\*Fields marked with an asterisk (\*) are mandatory

