



ACCESS TO EMPLOYMENT (A2E) SCHEME CHECKLIST FOR UNDERTAKINGS

Kindly ensure that the Access to Employment Application Form is accompanied by the documents mentioned in the below table. Application will **NOT BE ACCEPTED** until all documents are submitted.

1. Original A2E Application Form duly filled and signed by Undertaking/Undertaking Representative	<input type="checkbox"/>
2. A copy of both sides of the new recruit's ID card / Maltese Residence Permit/Card.	<input type="checkbox"/>
3. The Undertaking's Declaration	<input type="checkbox"/>
4. A copy of the Undertaking's VAT Registration Certificate.	<input type="checkbox"/>
5. Supplementary Financial Information Sheet	<input type="checkbox"/>
6. Request for Verification Form (applicable only for Target Group 3 recruits).	<input type="checkbox"/>
7. Signed Curriculum Vitae or Template Form ¹ (applicable only for Target Group 4 recruits). <i>If the participant has attended any foreign education he/she must obtain a confirmation from the NCFHE² regarding the ISCED Level of the highest certificate attained.</i>	<input type="checkbox"/>

¹ Participant's Curriculum Vitae must contain all the basic minimum information found on the template is provided

² National Curriculum for Higher Education

