



## Declaration of Termination of Employment

Explanatory notes:

1. This declaration should be filled in by:
  - The employer when a contract of employment has been **terminated**.
  - The employer when an employee's employment status is **changed**, e.g. from part-time to full-time and vice-versa, or from a definite contract to an indefinite contract or for any other reason.
  - The self-employed person on **ceasing** to be self employed.
2. This declaration should be used in both full-time and part-time employment and/or self-employment.
3. It is very important that this form is filled, especially the termination date and the reason of termination.
4. This declaration should be sent, within **FOUR DAYS** from the date of termination, to:

**Jobsplus Gozo**  
**Sir Arturo Mercieca Street**  
**Victoria Gozo VCT 2024**

Email: [hriu.jobsplus@gov.mt](mailto:hriu.jobsplus@gov.mt)

In case of difficulty phone **22201957**

5. Persons are obliged to send this declaration and who do not so within stipulated time, are liable to a fine as envisaged in Legal Notice 110 of 1993 and Act No. XXVII Employment Training Services (Amendment) Act, and Legal Notice 226 of 2016.
6. Termination Forms can also be submitted through our website: [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)
7. The Corporation is obliged to issue an acknowledgement once this form is processed. If the employer or the employee does not receive an acknowledgement, it is up to him/her to inform the Corporation to send another acknowledgement.
8. 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 in so 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 and held by Jobsplus and is used by Jobsplus and/or transferred to third parties in order to fill Jobsplus' functions according to law and in line with the provisions of the Data Protection Act. You should disclose to Jobsplus personal data which is correct. You have a right to access your personal data as well as to request that any incorrect personal data be rectified. You should ask for assistance if you have any queries."*



# TERMINATION OF EMPLOYMENT FORM

## SECTION A: PERSONAL DETAILS

Gozo Office:

Sir Arturo Mercieca Street, Victoria VCT 2024

Tel: +356 22201957

Email: hriu.jobsplus@gov.mt

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

### Academic Level

Never attended School

Primary Level

Secondary Level *(No Certification)*

SEC Certificate or 'O' Level Certificate

MATSEC Certificate, Advanced or Intermediate Level

Diploma Level

Graduate

Masters Certificate or Postgraduate Diploma

Doctorate Level

Nationality EU

Maltese  Dual  Non EU

In case of a Non-EU citizen, and He / She is dependent on an EU National, write down below the Nationality of the EU Citizen below and attach a copy of the "Residence Permit"

In case of a Non EU Citizen, and He / She is married to a Maltese National, attach a document of the "Freedom of Movement by Marriage"

## SECTION B: DETAILS OF EMPLOYER

Name and Surname of Employer

Employer No. (Jobsplus)

PE Number (I.R.D.)

Name of Commercial Entity (Partnership / Company)

VAT Number

Company Number (MFSA)

Address of Commercial Entity

Self-Employed (without employees)

Self-Employed (with employees)

Company / Cooperative  Partnership

Voluntary Organisation (NGO)  Government Entity

Holding Company  Company (Ltd)

Company forming part of a Group

Company that does not form part of a Group

Corporation / Authority  Government Dept.

Company - Foreign Owned

Company - Maltese Owned

Government Majority Shareholding

Government Minority Shareholding

Locality

Postcode

Mobile Number

Telephone Number

Email address

Primary Sector in which Commercial Entity operates

