

# 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 the participant's ID card or Maltese Residence Permit/Card ( <b>both sides</b> )	<input type="checkbox"/>
3. Supplementary Financial Information Sheet	<input type="checkbox"/>
4. <b>If Self Employed:</b> a copy of the VAT Registration Certificate	<input type="checkbox"/>
5. <b>If participant falls under Target Group 3:</b> Request for Verification Form	<input type="checkbox"/>
6. <b>If participant falls under Target Group 4:</b> Signed Curriculum Vitae or Template Form <sup>1</sup> <i>If the participant has attended any foreign education he/she must obtain a confirmation from the NCFHE<sup>2</sup> regarding the ISCED Level of the highest certificate attained.</i>	<input type="checkbox"/>

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

<sup>2</sup> National Curriculum for Higher Education

