

## **New Employment Licence Application Checklist for a Third Country National**

- A filled in application form, ELU/FM - 009, duly signed by employer.
- One recent passport size coloured photo.
- A copy of all the passport pages. The page containing the personal details and photo of the TCN needs to be certified as a true copy.
- A certified true copy of a valid Residence Permit or Interim Permit or a Valid Visa.
- Covering letter by employer, explaining in as much detail as possible, why the position cannot be filled by an EEA/Swiss/ Maltese National. Efforts of search for competencies amongst such nationals must be illustrated and proven, as indicated in the Employment Licence Guidelines.
- A Position Description (as per template provided, ELU/FM-011), duly signed by the employer.
- A Curriculum Vitae (as per template provided, ELU/FM-012) of the prospective employee, duly signed by the TCN.
- A copy of qualification certificates of the prospective employee, relating to the occupation to be engaged for, need to be provided, including certified translated copies where applicable. Qualifications need to be recognized by the Malta Qualifications Recognition and Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE). Where recognition has been applied for but not yet been obtained, a copy of the receipt issued by MQRIC needs to be presented. However, a decision on the application will not be taken before the recognition certificate is provided by the applicant to the Corporation.  
  
In the case of a regulated profession, evidence that a person is able to practice the said profession in Malta, is to be obtained from the relative profession council.
- With the exception to regulated professions, if the prospective employee lacks formal qualifications in the occupation for which s/he will be engaged, at least three years of related work experience must be proven. The work references including certified translated copies, where applicable, must contain information on start and end dates of employment, information of work carried out and competencies achieved, and also contact details of the referee.
- Processing Fee (€150 to be paid on application and €80 to be paid on issue of Licence).



**Notes :**

- An incomplete application will not be accepted.
- Copies of documents can be certified true copies either by the employer, against the original passport, or by a Malta Embassy official or a lawyer, or a doctor, whose details must be clearly legible. Self employed persons cannot certify their own documents.
- Notwithstanding this checklist, applicants are invited to read thoroughly through the Employment Licence Guidelines, to check for additional documents that may be needed for the issue of an Employment Licence in respect of particular occupations.
- Information on application, processing and issuance of Employment Licences may be found in the Employment Licence Guidelines on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt).
- The application and supporting documents must be sent or hand delivered to the Employment Licence Unit, Jobsplus, Head Office Hal Far BBG 3000. Information on opening hours is also available on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)