



EMPLOYMENT & TRAINING CORPORATION
APPLICATION FOR A NEW EMPLOYMENT LICENCE / EXTENSION
FOR AN EU/EEA/SWISS CITIZEN
[Legal Notice 191 of 2007]



I, the undersigned, being an EU/EEA/Swiss citizen, or the spouse or a dependant of and accompanying such citizen, hereby apply for the **ISSUE** of a **NEW** employment licence in terms of Legal Notice 191 of 2007
 EXTENSION of an employment licence

1 TO 17: GENERAL PARTICULARS OF EMPLOYEE

1. Surname: _____	2. First Name(s): _____
3. Address in Malta: _____ _____	4. Post Code: _____
5. Address Abroad: _____	
6. Telephone Number: _____	7. Mobile Number: _____
8. Place and Country of Birth: _____ / _____	9. Date of Birth: _____
10. Nationality: _____	11. Passport / ID No.: _____
12. Place of Issue: _____	13. Date of Issue: _____
14. Marital Status: _____	15. Full Name of Spouse: _____
16. His/Her Nationality: _____	17. Passport / ID No.: _____

18 TO 21: TO BE FILLED IN FOR THE ISSUE OF A NEW EMPLOYMENT LICENCE

18. Proposed Occupation: _____	19. Proposed Date of Commencement: _____
20. Working Hours: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	21. Contract Term: <input type="checkbox"/> Indefinite <input type="checkbox"/> Definite, Ending _____

22 TO 26: TO BE FILLED IN FOR THE EXTENSION OF AN EMPLOYMENT LICENCE

22. Current Occupation: _____	23. Contract Term: <input type="checkbox"/> Indefinite <input type="checkbox"/> Definite, Ending _____
24. Working Hours: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
25. Current Employment Licence Ref Number: _____	26. Expiry Date of Current Licence: _____

27 TO 37: EMPLOYER DETAILS - REQUIRED FOR BOTH NEW LICENCES AND EXTENSIONS

27. Name of Company / Organisation: _____	
28. Principal Activity: _____	
29. Name and Surname of Employer or His/Her Representative: _____	
30. Designation: _____	31. ID No.: _____
32. Employer's Business Address: _____ _____	33. Post Code: _____
34. Telephone Number: _____	35. E-Mail Address: _____
36. Fax Number: _____	37. Employer's P.E. Number: _____

Signature of Employer: _____ Date: _____



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NOTES

- A photocopy of a valid travel document (passport / ID card) is to be provided with the application, for both new employment licences and requests for an extension of a current licence. If the original travel document is not presented at the time of application for a new licence, then the photocopy of the relevant travel document will have to be certified correct by a professional, senior civil servant or member of the clergy.
2. This application should be countersigned by a Director or a person holding a senior managerial position in the establishment where the EU/EEA/Swiss citizen, or the spouse or dependant of such citizen, is to be employed.
 3. If the employee is the spouse or a dependant of an EU/EEA/Swiss citizen he/she has to provide documentary evidence of this relationship.
 4. The application form may be submitted by hand to any of the ETC Job Centres in Valletta, Mosta, Vittoriosa and Victoria, Gozo, or by hand or post to, The Manager, Employment Licences Unit, The Employment and Training Corporation, Hal Far BBG 3000.
The opening hours of our offices can be found on ETC's website (www.etc.gov.mt).
 5. On submitting the application, the applicant will immediately be provided with a provisional employment licence, which entitles the employee to start work immediately. A definitive employment licence will be sent to the employer by post, as soon as the necessary verifications are completed.
 6. The provisional employment licence, unless withdrawn earlier according to law, is valid for 30 days from the date of submission of the application and until such time as another licence is issued in respect of the same employee in terms of the Free Movement of European Union Nationals and their Family Members Order 2007 (Legal Notice 191/2007).
 7. The employment licence is valid for a maximum of one year and needs to be renewed if employment is to continue after the expiry date. Such requests must be submitted at least one month before the valid permit expires.
 8. The following fees are applicable:
 - **_58** for the **ISSUE** of a **NEW** employment licence
 - **_34** for the **EXTENSION** of an employment licenceCheques are to be made payable to The Chairperson, Employment and Training Corporation. Applicants are to pay the applicable fee on collection of employment licence.
 9. An application for a new licence needs to be submitted in case of a change in employer.
 10. The Corporation may be contacted on Telephone Numbers: 22201580-8, Fax Number: 22201852, or e-mail address: employment-licences.etc@gov.mt
 11. All the information provided in this application will be treated in terms of ETC's data protection policy. Full details of this policy can be obtained from the following link (<http://www.etc.gov.mt/site/page.aspx?pageid=20>).