



Employment Licenses Unit

25th October 2005



Work Permits

- As it was announced on 2nd July 2005, and published in the Press Release MEYEPR 098/05 all functions regarding work permits were to be administrated by the Employment & Training Corporation (ETC)
- The application can be downloaded from our website www.etc.gov.mt



Fees

The fees have also been increased as follows:

- Non EU
 - Lm 40 on application
 - Lm 20 on collection
- EU
 - Lm 25 on collection

Cheques should be made payable to ` *The Chairman, Employment & Training Corporation* `

The above fees are applicable for either new or extension of employments.



Documents Needed for EU Nationals

The documents needed for EU Nationals are:

- 1 Passport photo
- Copy of passport
- Covering letter
- CV



New Procedures for Non EU

The new procedures before applying for Non EU are:

- Submit a request for a vacancy with the Vacancy Profile Unit at the Employment Services Division (ESD) of the ETC; in this respect kindly contact:

<input type="checkbox"/> Ms Alison Polidano	22201 221
<input type="checkbox"/> Mr Paul Aquilina	22201 223
<input type="checkbox"/> Ms Analisa Vassallo	22201 220



New Procedures for Non EU (cont.)

- The vacancy will be automatically advertised on the ETC website, EURES and at the Job centres.
- After 15 days from the submission of the vacancy, you should submit to the Vacancy Profile Unit the feedback – applications received and your remarks thereon.
- If no Maltese / EU citizen is found suitable for the vacancy, you have to submit to the ESD a full report, explaining your efforts to recruit a Maltese / EU citizen.



New Procedures for Non EU (cont.)

- The Senior Executive of the ESD will confirm the unavailability of Maltese citizen of the job in question.
- Upon receiving this letter from the Senior Executive of the ESD you should then re-submit your application, which the Employment Licenses Unit (ELU) will then process.



New Procedures for Non EU (cont.)

- With the application there should be included:
 - ☐ 1 Passport photo
 - ☐ Copy of passport (details)
 - ☐ Copy of passport (Visa – if expatriate is in Malta)
 - ☐ Covering letter
 - ☐ CV and / or certificates
 - ☐ Copy of letter issued by the Senior Executive of the ESD
- All Non EU applications will be sent to the Police Immigration Office and other departments for their views. Once all feedback has been received, the ELU will process the work permit.



THANK YOU !

For more information kindly contact:

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