

## Checklist for Third Country Nationals applying for a Single-Work Permit

### Change Employer

Third- Country Nationals who plan to do a change in job must inform the Department and is required to present the following documentation in original format:

1. CEA Form C (Non-EU) – Application for a residence permit on the basis of employment. The form must be endorsed by the employer with an official stamp and signature of the responsible official, together with an application fee of €280.50. Payment must be addressed to 'Identity Malta Agency' if made by cheque;
2. Form ID 1A – Identity Registration Form – Non-Maltese Nationals, together with an application fee of €280.50. Payment must be addressed to ' Identity Malta Agency' if made by cheque;
3. Copy of passport Biometric page and residence card;
4. Covering letter by the employer, explaining in detail why this position is necessary;
5. Any supporting documentation such as contracts, evidence of relevant commercial activity and sites of work should be provided to substantiate the application;
6. Work contract signed by the applicant and employer;
7. Position description , according to template provided, filled by the employer and signed by the applicant;
8. Curriculum Vitae of the applicant, according to template provided, signed by the applicant;
9. Proof of efforts of searches (not older than 6 months) made for Maltese/EEA/Swiss candidates for this post<sup>1</sup> The employer is required to provide proof of an advertisement carried out with Jobsplus and an advert in the local media. Two adverts in the local media are required if Jobsplus advert is not being submitted  
Adverts need to specify:
  - Job title;
  - Main duties and responsibilities;
  - Salary package or range;
  - Necessary skills, qualifications and experience
10. Qualifications of the applicant relating to the job that needs to be provided, together with recognition from the Malta Qualifications Recognition and Information Centre (MQRIC). Where recognition has not yet been obtained, a copy of the receipt from MQRIC needs to be attached with the application;
11. If the applicant is not suitably qualified in the post being applied for, at least three years of experience relating to the job are required. Reference letters must show the start and end dates

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<sup>1</sup> With the exception of applications submitted for occupations exempt from this requirement, as indicated in the Employment Licences Unit Guidelines or the Vacancy Requirement Exemption List.

and details of the work carried out. The letters should contain clear contact details of the referee including a valid email address, postal address and contact number; the prospective employer is also requested to submit the Declaration of suitability confirming competence of the TCN applicant.

12. Lease agreement or purchase agreement of property which makes clear reference to the applicant. If renting property, the applicant is required to present a Rental Declaration Form (Original) signed by the owner of the same property. The termination date should be specified in the lease agreement;
13. If the employment has not been terminated, applicant needs to submit following documents by email on **[changeemployer.ima@gov.mt](mailto:changeemployer.ima@gov.mt)**. This should be done within (15) fifteen days of receipt of the approval letter.
  - Jobsplus Termination of Employment acknowledgement letter;
  - A copy of three payslips covering the last (3) three months and FS3 covering the latest period of employment;
  - **EMPLOYERS** are requested to send an email to [workpermit.idcu@gov.mt](mailto:workpermit.idcu@gov.mt) and to **read and follow** the instructions that will be communicated by the automatic email of the IDCU work permit unit ( part of infectious disease prevention and control unit). Once **ALL** documents are received and vetted , employers will receive the approval form by email. **The approval form must be presented to Identity Malta with submission of application of the employee**

Identity Malta retains certified copies of the said documents where original documentation would not be possible to retain. Applicants whose application will be submitted while still abroad must present the original documentation once the application is approved in principle and are authorised to proceed to Malta.

Identity Malta and other related stakeholders reserve the right to request any further documentation that they may deem necessary in the evaluation process of the application.

## Notes to applicants and employers

The single permit grants an authorisation to its holder to reside and work legally in Malta. It does not entitle its holder to carry out:

- i. Paid duties assigned by third parties other than the employer endorsing the application;
- ii. Unauthorised work which is not related to the specific employment activity indicated in the application.

Single permits issued for the purposes of work may be renewed on an annual basis. Applicants are requested to submit an application to renew their single permit not before 30 days from the date of expiry of their residence document.

The applicant cannot start working before being in possession of the single permit. Employers are legally bound to submit an Engagement Form to Jobsplus by not later than the same day of commencement of employment.



A Termination Form must be submitted to Jobsplus within four days from the termination of the employment. Identity Malta should also be informed via email on **[worktermination.ima@gov.mt](mailto:worktermination.ima@gov.mt)**