

## **Checklist for Third-Country Nationals applying for a single-work permit to take up employment as personal home-based carers**

*Personal live in-carers with elderly persons or persons with disability*

Third-Country Nationals who plan to submit an application for a single-work permit must be in possession of a valid authorisation to reside and work in Malta. Such authorisation may be in the form of a residence permit or a Visa. Non-Visa nationals must submit their application within three months upon arrival in Malta.

The applicant 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;
2. Form ID 1A – Identity Registration Form – Non-Maltese Nationals, together with an application fee of €27.50. Payment must be addressed to 'Identity Malta Agency' if made by cheque;
3. Full copy of passport, including the blank pages;
4. Covering letter by the employer, explaining in detail why this position is necessary;
5. Work contract, signed by the applicant and employer.
6. Position description, according to template provided, filled by the employer and signed by the applicant;
7. Curriculum Vitae of the applicant, according to template provided, to be signed by applicant;
8. 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;
9. If the applicant is not suitably qualified in the post being applied for, a minimum of three years of experience relating to the job are required. Reference letters must show the start and end dates 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;
10. Doctor's certificate demonstrating that the elderly person requires full time medical care, together with one of his/her identity documents OR Special Identity Card (SID) issued by the National Commission for Persons with Disability (KNPD) to persons with disability;
11. Comprehensive health-insurance policy, showing all aspects being covered, which supports the applicant in the eventuality of requiring any type of medical assistance or hospitalisation during the whole period of stay in Malta;
12. Declaration letter signed by the person who requires full time medical care, stating that the applicant is living in the same residence;

13. **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 **[eresidence.ima@gov.mt](mailto:eresidence.ima@gov.mt)**