

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

Still Abroad Applications

Single-permit applications may be submitted by the employer on behalf of the applicant when the latter is still abroad. The employer needs to submit the following documentation:

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. Full copy of passport, including the blank pages;
3. Covering letter by the employer, explaining in detail why this position is necessary;
4. Any supporting documentation such as contracts, evidence of relevant commercial activity and sites of work should be provided to substantiate the application;
5. Original 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, signed by the applicant;
8. Proof of efforts of searches (not older than 6 months) made for Maltese/EEA/Swiss candidates for this post¹ 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
9. 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;
10. 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 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

¹ 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.

11. prospective employer is also requested to submit the Declaration of Suitability confirming competence of the TCN applicant.
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The applicant would be instructed by the Department to proceed to Malta when the work/residence application is approved. At this stage, the applicant needs to submit the following documentation:

1. Form ID 1A – Identity Registration Form – Non-Maltese Nationals;
2. Copy of passport's bio page;
3. Copy of Visa;
4. 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;
- 5 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 signed by the owner of the same property. The termination date should be specified in the lease agreement;
- 6 Applicants who were born or have lived for 6 months or more in a country reported as High-Risk for Tuberculosis (see [link](#))

6a) All applicants who come from non-High-Risk tuberculosis Countries and are applying or the following jobs:

Doctors, Dentists, Midwives, Nurses and other Regulated Healthcare Professionals, Carers, Child carers, Dental Chairside Assistants, Food Handlers, Nannies, Beauty Therapists, Tattooists and Masseurs/Masseuse

6b) Applicants who come from countries where the incidence of Tuberculosis is not high and are applying for the following jobs, do not need to apply for Health Screening and can go directly to Identity Malta for work permit approval :

Administrative jobs, Construction/Manual workers, Footballers, Hairdressers/makeup artists, working in Transport, Others not listed in point 2 above.

Employers are requested to download the appropriate form depending on the job applying for from the Infectious Disease Prevention and Control Unit (IDCU) website within the Health Promotion and Disease Prevention Directorate on <https://deputyprimeminister.gov.mt/en/health-promotion/idpcu/Pages/health-screening-for-work-permits.aspx>. Instructions provided on the website and on the forms need to be followed accordingly..

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 90 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