# Explainer for Employers – Employment Licences for Asylum Seekers/Failed Asylum Seekers



# Who is entitled to work?

- Asylum seekers who have applied for protection and are still awaiting their decision
- 2) Asylum seekers whose application for protection has been rejected (Failed Asylum Seekers)

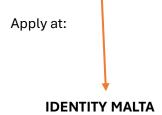
### Holders of Protection:

- 3) Refugee status
- 4) Subsidiary Protection
- 5) Temporary Humanitarian Protection
- 6) Specific Residency Authorisation
- 7) Temporary Protection (Ukraine)

Apply at:

JOBSPLUS

Third Country Nationals (TCN) who are staying in Malta on a work visa (Single Permit)



# How to apply for an Employment Licence?

## For Asylum Seekers/Failed Asylum Seekers:

- Submit application for an Employment Licence with Jobsplus at applications-licences.jobsplus@gov.mt including:
  - (1) Application form *ELU-FM-007*. *Available under:* https://jobsplus.gov.mt/resources/fileprovider.aspx?fileId=57283
  - (2) Copy of Employee's document.
- Submit engagement form after reception of Employment Licence at hriuforms.jobsplus@gov.mt

Available under: https://jobsplus.gov.mt/resources/fileprovider.aspx?fileId=63422

BEFORE the expiry of the first Employment Licence, the employer needs to apply for an
extension of the Employment Licence by filling out form *ELU-FM-007* accordingly and
submitting it at <a href="mailto:applications-licences.jobsplus@gov.mt">applications-licences.jobsplus@gov.mt</a>.

Available under: https://jobsplus.gov.mt/resources/fileprovider.aspx?fileId=57283

Upon termination or change of the employee's status (f.ex. from part – time to full – time
or from definite contract to indefinite) submit termination form at
hriuforms.jobsplus@gov.mt

Available under: https://jobsplus.gov.mt/resources/fileprovider.aspx?fileId=63426

Employment Licences for **Asylum Seekers**, who have applied for protection and are still awaiting their decision, will be issued for a maximum duration of **6 months** or until expiration of their document.

Employment Licences for **Failed Asylum Seekers**, whose application for protection has been rejected, will be issued for a maximum duration of **3 months** or until expiration of their document.

Identification documents that are accepted are:

- "Yellow Book"
- Asylum Seeker Document
- Asylum Seeker Appeals Document

A one – time fee of 58€ is applicable for first time applications of a NEW Employment Licence. Upon extending the **first** Employment Licence, a fee of 34€ is applicable. This fee covers all future extensions for a span of 12 months.

This fee can be covered by the employer, the employee or for example withheld from the employee's first paycheck <u>as agreed upon between the employer and the employee</u>.

The first – time application and extension fees are payable to:

#### by bank transfer:

Bank of Valletta plc 11/14 Pretty Bay Birzebbuga BBG 02

Account is in the name of Jobsplus. Account Number: 13501478018

Bank's BIC : VALLMTMT Sort Code : 22 013

IBAN: MT76 VALL 2201 3000 0000 1350 1478 018

Payment details: \_\_\_\_\_\_
Name for whom employment licence is being requested:\_\_\_\_\_

### • in person (cash) at:

Triq Birzebbuga Hal Far BBG 3000

In the case of any further questions on the employment/application process for Asylum Seekers please do not hesitate to reach out to JRS Malta at

(+356) 21 44 2751 / (+356) 99 21 4445 (WhatsApp)

or at info@jrsmalta.org