

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



Who is entitled to work?

- 1) 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*)

Apply at:

**IDENTITY MALTA**

## 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 **applications-licences.jobsplus@gov.mt**.  
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 as agreed upon between the employer and the employee.

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](mailto:info@jrsmalta.org)