



EXPATRIATES UNIT

CHECKLIST FOR CHANGE IN EMPLOYER - SPECIALIST EMPLOYEE INITIATIVE

Applicants would need to submit the below documentation, by uploading them on the Online Portal.

The original of every document uploaded on the Online Portal during the Application Process must be presented at the time of the biometrics appointment.

Third-country nationals are expected to always carry their valid passport and residence card.

- 01 Residence Application Form – CEA Form C3 Specialist Employee Initiative - Change in Employer** – click on Generate Form. Employer, Applicant (third-country national) and Landlord must sign the applicable sections, as indicated on the form;
- 02 Identification Documents** – Passport and Residence Card – A copy of the applicant's passport bio-page & a front and back copy of the Residence Card;
- 03 Covering Letter** - Covering letter by the employer, explaining in detail why this position is necessary
- 04 Work Contract** - Work employment contract signed by both the applicant and employer where the basic gross salary must be of at least €25,000 and showing the duration of employment.
 - When an employee will be operating vehicles, the employer must indicate the type of vehicle that the applicant is being offered to operate, including the number of sitting passengers, driver capacity, and wheelchair users' capacity as shown in the vehicle's logbook;
 - In case of mergers/ takeovers/ transfers of business: The change of employer/ ownership of business declaration form will be required together with MBR certificates/ proof;
- 05 Curriculum Vitae** - Curriculum Vitae of the applicant on the Europass template, signed by the applicant;
- 06 Declaration of Suitability** – Jobsplus' Declaration of Suitability should be fully filled and signed by the employer;
 - In case of mergers/ takeovers/ transfers of business: A covering letter signed by both employer and applicant stating the reason behind this change and stating the conditions of employment;

07i. Either of the below qualifications

Academic Qualifications - MQF Level 6 or higher in an area directly related to the employment position being offered in Malta. Academic qualifications are only accepted if accredited by the Malta Qualifications Recognition and Information Centre (MQRIC). In the case of regulated professions, the third-country national must present documentation certifying that he/she fulfils the conditions laid down under the Recognition of Professional Qualification Regulations to exercise the regulated profession to which the application relates.

OR

- ii. Qualifications** – academic, vocational or other certified qualified skill qualifications, which equate to an MQF level lower than MQF Level 6, but which are directly related to the position being offered by the Maltese employer;

AND

Proof of Experience: Those submitting proof of academic, vocational or other certified qualified skill qualifications, which equate to an MQF level lower than MQF Level 6, but which are directly related to the position being offered by the Maltese employer, must also submit proof of a minimum of three (3) years' experience in a position directly related to the one being offered in Malta.

Proof of experience must be presented in the form of either or a combination of the below:

- » Previous employment contracts (signed by both employer and employee);
- » Employment history issued and officially certified (stamped or legalised) by the official Employment authority in the country where employment was held; or
- » Reference letters by former employer/s. 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.

- 08 Property Lease or Purchase Agreement** – Lease or purchase agreement of property which clearly indicates applicant's name as the lessee or purchaser (as applicable).

A lease agreement is to include the start and end date.

- Applicants who will be residing in a Hotel / Guest house as their main residency should fill in the Keeper's Declaration Form;

- 09 Housing Authority Approval** – Approval letter/e-mail issued by the Housing Authority, confirming that either the listed premises contract has been renewed or that a new registration of the property has been vetted and approved. This requirement is in line with Article 4 of Subsidiary Legislation 604 of the Laws of Malta;

- 10 Lease Agreement Attestation Form** – To be filled and signed by the landlord and also filled and officially stamped by a lawyer/ notary/ legal procurator;

- 11 Health Screening** - Health Screening Approval email sent to the applicant/employer by IDCU. Requirements for Health Screening may be found on:
https://hpd.gov.mt/idcu/health_screening_for_renewal_of_work_permit ;
- 12 Driving License (if applicable)** - Driving licence issued by Malta or another Member State of the European Union for applicants operating light passenger transport vehicles (LPTVs). Applicants who will not be operating LPTVs but operating other vehicles are to present the Driving License issued to the applicant by the competent authority from the country of origin as per S.L. 65.18;
- 13 Skills Pass**
For persons who are changing from a non-hospitality industry employment to a hospitality industry employment only
Skills Pass issued by the Institute of Tourism Studies, in terms of the Tourism and Hospitality Skills Pass Regulations, 2024, as established through "L.N. 78 of 2024 by virtue of the Malta Travel and Tourism Services Act (Cap. 409) of the Laws of Malta."
- 14 Other Documents** - Any other applicable document requested by Identità.