Checklist for Third-Country Nationals applying for a single-work permit to take up employment within the Health and Care Related Industry

Applications for institutional-based carers, nursing aids, nannies and non-regulated healthcare professions

Third-Country Nationals who plan to submit an application for a single-work permit must be in possession of a valid authorisation to reside 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 €280.50;
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;
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 made for Maltese/EEA/Swiss candidates for this post. The employer is required to provide dated evidence of advertising the job with the Employment and Training Corporation (compulsory) and of one of the below advertising methods:
   - At least two dated adverts made in the appropriate local media, specifying:
     - Job title;
     - Main duties and responsibilities;
     - Salary package or range;
     - Necessary skills, qualifications and experience.
   - Provide evidence of advertising the job through a Private Recruitment Agency. In this case all the above specifications need to be specified. The Private Recruitment Agency may use any of its normal recruitment methods.
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;

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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.
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;

11. Birth certificates of the children of the prospective employer if these are not Maltese nationals (with respect to applications for nannies);

12. 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;

13. 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;

14. Health screening certificate from the Health Promotion and Disease Prevention Directorate covering the following areas:

- Hepatitis B Antigen (HbsAg);
- Hepatitis C Antibodies (HCV);
- Mantoux Test;
- Chest X-Ray (applicable for applicants coming from countries with a high occurrence of tuberculosis).

Results should be taken to the Chest Unit at Qormi Health Centre. Kindly call the Chest Unit for appointment on 21440177.

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.