

## Position Description

This document is to be submitted with the application form for a single-work permit. It has to be completed and signed by both the employer and the applicant. Applicants are reminded that employment licenses are granted on the basis of the occupation and the candidate's suitability for the occupation. Inspections may be conducted to verify the above; false information or deployment on different work will lead to the immediate revocation of the permit.

<b>Job Title</b>	
<b>Scope of position</b>	What is the main purpose of this job?
<b>Need of position</b>	Please explain why this position is necessary to your company. Any supporting evidence – eg contract, orders, bookings, etc.-should be attached.
<b>Essential duties</b>	What are the key duties that the employee will carry out? Please list below in order of importance:

<b>Minimum requirements</b>	<p>What are the minimum qualifications and experience required by an employee to carry out this job? Please describe the knowledge, skills and experience required.</p> <p>Minimum education qualifications:</p> <p>Experience required:</p>
<b>Working conditions</b>	<p>Please describe the key elements of the prospective employee's working conditions, including monthly wage, hours of work per week, and any other factors you may wish to mention.</p> <p>Gross monthly wage:</p> <p>Hours of work/week:</p> <p>Duration of contact:</p> <p>Other conditions:</p>

<p><b>Efforts to locate Maltese candidates</b></p>	<p>Please give an account of your efforts to locate suitable Maltese candidates for this position, providing details of adverts placed, applications received and interviews held, where any. Please also indicate how you intend to train a Maltese counterpart to fill this occupation in future.</p>
<p><b>Other comments, if any</b></p>	

**Employer**

Signature : \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date:  
\_\_\_\_\_

**Applicant**

I am fully aware of the above mentioned and agree accordingly.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_