

PARENT EMPLOYMENT DECLARATION LETTER

(To be completed & signed by the Employer)

Employee Details

Full Name (Name and Surname):	
ID Number:	
Start of Employment Date	
If on parental leave, date when mother is back to work ____//____//____	
Employee's Profession (Job Title)	
Employment Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Reduced Hours
Employment Type	<input type="checkbox"/> Definite (End Date: __/__/__) <input type="checkbox"/> Indefinite
Self-Employment	

Choose and complete one of the following: **Section A** or **Section B**

Section A: Regular Weekly Working Schedule

Weekday	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Is overtime applicable? Yes No

Section B: Shift Work (to be completed if the employee works on a shift basis)

If the employee works on shifts, please provide the shift pattern and times:

Shift Pattern & Details:

Additional Notes if ANY:

Employer Confirmation

I hereby confirm that the above information accurately reflects the employee's work schedule.

Employer Name:	
Company Name:	
Company Address:	
Phone Number:	
Email:	
Date:	

Signature and Company Stamp: _____

Date signed: _____

Privacy Notice (GDPR)

By submitting this form together with all the pertinent supporting documentation (altogether the “**Form**”), you are hereby agreeing to provide Jobsplus with personal data (hereinafter the “**Data**”).

Jobsplus, as the Data Controller, will process the data provided by your good self in this Form for the purpose of assessing your eligibility and administering your application for the requested service.

Processing will be carried out in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 (the “**GDPR**”), as well as the applicable national legislation on the basis of performance of a task carried out in the public interest and/or compliance with legal obligations deriving from Chapter 594 of the Laws of Malta, and internal Policies, to which Jobsplus is subject.

The Data may be shared with relevant public authorities and authorized service providers where it is necessary to process your request. The Data will be retained only for as long as necessary and for administrative purposes, in line with the provisions of the law and internal policies.

As the Data Subject, you have the right to access, rectify, and, where applicable, request the erasure or restriction of your personal data, as well as to object to its processing. For further information on how your data is handled and how to exercise your rights, please contact the Corporation’s Data Protection Officer via email on dpo.jobsplus@gov.mt or via mail addressed to the Data Protection Officer, Jobsplus Head Office, Birzebbuga Road, Hal Far, Malta.

You are hereby acknowledging that you have read the Terms and Conditions and the Privacy Policy of Jobsplus and that you have understood the contents of this notice.