



Application number (for office use only):

APPLICATION FOR THE FREE CHILDCARE SCHEME

1. CHILD'S DETAILS

Name & Surname	ID Card Number	Nationality	Date of Birth	Gender		
				M	F	X

2. PARENT/GUARDIAN DETAILS

a) Parent 1 - Eligible Parent

N.B. Parent 1 – Eligible parent is defined as a mother or single parent (mother or father) who is in employment and/or in education.

Name & Surname							
ID Card Number				Gender	M	F	X
Nationality							
Home Address							
Phone Number			Mobile No.				
Email Address							

b) Parent 2

N.B. Parent 2 is defined as the 2nd parent/guardian who is already in employment and/or in education.

Name & Surname							
ID Card Number				Gender	M	F	X
Nationality							
Home Address							
Phone Number			Mobile No.				
Email Address							



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3. DETAILS OF OTHER PERSONS RESPONSIBLE FOR DROPPING OFF/COLLECTING CHILDREN TO/FROM THE CHILD DAY CARE FACILITY

Name & Surname	ID Card Number	Relation to Child

4. COURSE DETAILS

Name of Parent	Course Title	Educational Institution	Course Duration	Type of Attendance (Full time or Part Time)

5. EMPLOYMENT DETAILS

Name of Parent	Employer's Name	Employer's Address	Employer's Contact Details	Type of Employment (Full time or Part Time)



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6. CHILDCARE CENTRE

Name of Childcare Centre	Address of Childcare Centre	No. of Days of service required per week	No. of Hours required per Month

7. CHILDCARE CENTRE ACCEPTANCE DECLARATION

Date of Service Commencement	Name of Childcare Centre Manager	Signature / Stamp of Childcare Centre

I/We declare that I/we have read and accepted the Terms and Conditions for the Free Childcare Scheme.

Signature – Parent/Guardian 1

Signature – Parent/Guardian 2

Application Date

DOCUMENTATION TO BE PROVIDED BY BOTH PARENTS/GUARDIANS

Students

- ☐ Recently dated statement of course attendance from educational institution. The statement needs to include clear information on the days and times that the parent would need to attend at the educational institution.
- ☐ Statement of course recognition from MFHEA

Employees

- ☐ Three (3) most recent pay-slips of the eligible parent (defined as Parent 1, a mother or single parent (mother or father) who is in employment and/or education.
- ☐ A declaration letter from the employer of both the eligible parents and, where applicable, the 2nd parent (defined as Parent 2 who is already in employment and/or education) clearly stating the start and end time of the working day, which day in the week the parents work and if they can be asked to perform overtime

If parents work on shift basis, a description of the shift needs to be provided including the start and end time eg day night rest off OR day in, day out

If parents work in an environment, whereby the shift changes constantly, the average number of monthly working hours and the number of days of work per month, needs to be provided.

Self-Employed

- ☐ The most recent tax return **or** relevant acknowledgement from the Inland Revenue Department **or** the most recent receipt of NI contributions paid.

In the event that self-employment has just commenced, none of the above applies but we require an acknowledgment from Jobsplus confirming the commencement date of the self-employment.

- ☐ A recently dated and signed declaration letter clearly stating the start and end time of the working day, and which days in the week the parents work

Single-parents

- ☐ An eligible parent/guardian claiming sole custody of a child will have to provide legal documentation, such as a Decree/*rikors*, stating that this parent has full care and custody of the child.

Fostering parents

- ☐ An eligible parent/guardian fostering a child will have to provide an official document from the Fostering Board.



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Parent working abroad

- ❓ As proof of their employment abroad, parents must still Must provide a recently dated and signed declaration letter, and recent pay slips from their respective employer.
- ❓ Foreign nationals also need to provide a copy of their residence card.

Children born abroad

- ❓ TCNs: Must provide a copy of the child's residence document
- ❓ EUs: Must provide a copy of the child's identification document that contains their date of birth (e.g. residence document, passport, or birth certificate)

Parents working in Malta

- All parents/guardians, be they employed or self-employed, are required to have their employment registered with Jobsplus.

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.