



## Department of Employment

HM Government of Gibraltar

### Application for the issue of a Work Permit

The employment of a worker in respect of whom a work permit is required and for whom the employer has not requested and obtained such a work permit constitutes a fixed penalty offence - £3,000

(For further information please refer to the Employment Regulation (Offences) Act)

#### **ALL SECTIONS MUST BE COMPLETED**

Name of Business: \_\_\_\_\_ Reg. No.: \_\_\_\_\_

Address: \_\_\_\_\_ Tel No.: \_\_\_\_\_

\_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Vacancy Notification Number: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Details of person for whom permit is requested:

Full Name: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Address: \_\_\_\_\_ Nationality: \_\_\_\_\_

\_\_\_\_\_

Nationality of Spouse/Partner: \_\_\_\_\_

We have completed the Work Permit application form and hereby include:-

<input type="checkbox"/>	Applicant's Passport (Original or Certified True Copy)
<input type="checkbox"/>	Spouse/Partner's Passport/ID Card (Original or Certified True Copy if applicable)
<input type="checkbox"/>	Marriage Certificate (Original or Certified True Copy if applicable)
<input type="checkbox"/>	An application fee of £25.00 (payable on submission of this form)
<input type="checkbox"/>	<b>Notice of Terms of Engagement</b> (to be submitted in conjunction with this form) (N.B. The start date on the Terms of Engagement CANNOT be prior to the date of issue of the Work Permit.)
<input type="checkbox"/>	Proof of qualifications, experience, curriculum vitae, etc. (as stated in the 'Notification of Vacancy')
<input type="checkbox"/>	Copy of Notification of Vacancy/Notification of Vacancy (if not already open)
<input type="checkbox"/>	Any other documentation the Employer may wish to provide in support of the application for the issue of the Work Permit.

Please see notes overleaf

Names of candidates (if any) considered/interviewed with reasons why not considered suitable:

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**The Director of Employment may request further information if he feels it is required to consider the application for the issue of a work permit.**

We, the Employer, confirm and understand that: -

1. Until all the documents listed overleaf are submitted to the Department of Employment and confirmation received in writing that the application has been approved, the worker shall **NOT** commence employment;
2. Upon receipt of the Work Permit, a deposit of money will be made to the Director of Employment by us, the Employer, sufficient, in the opinion of the Director, for the repatriation of the worker on termination of the engagement.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Data Protection Act**

Under the Data Protection Act 2004, the Department of Employment reserves the right to collect, store and process personal data for the purpose of providing you with the service(s) that you have requested. This data will remain on file/computer records for as long as administratively necessary and will be destroyed. Personal information about you or your application is private and confidential and will not be disclosed connected with the provision of this service unless you consent, or the law permits or requires it. If you want to see your records please write to the Data Protection Officer, Department of Employment, Unit 75 Harbours Walk, Rosia Road, Gibraltar providing us with your full name/company name and current and previous address.

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**FOR OFFICE USE ONLY**

**Applicants Profile No.:** .....

**Application:** Approved/Not Approved (Delete as appropriate)

**Date:**

**Name of Officer:**

**NOTES:**