



TERMINATION OF EMPLOYMENT FORM

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SECTION A: PERSONAL DETAILS

Identity Card Number

Social Security Number

Date of Birth

Name

Surname:

Number / Name of Residence

Street

Locality

Post code

Email address

Mobile Number

Telephone Number

Gender
Male Female Other

Academic Level

Never Attended School

Primary Level

Secondary Level (No Certification)

SEC Certificate or 'O' Level Certificate

MATSEC Certificate, Advanced or Intermediate Level

Diploma Level

Graduate

Masters Certificate or Postgraduate Diploma

Doctorate Level

Nationality EU

Maltese Dual Non EU

In case of a Non-EU citizen, and He/She is dependent on an EU National, write down below the Nationality of the EU Citizen below and attach a copy of the "Residence permit"

In case of a Non-EU citizen, and He/She is married to a Maltese National, attach a document of the Freedom of Movement by Marriage"

SECTION B: DETAILS OF EMPLOYER

Name and Surname of Employer

ETC Registration Number

PE Number (I.R.D.)

Name of Commercial Entity (Partnership/Company)

VAT Number

Company Number (MFSA)

Address of Commercial Entity

Locality

Postcode

Mobile Number

Telephone Number

Email address

Primary Sector in which Commercial Entity operates

Self-Employed (without employees)

Self-Employed (with employees)

Company / Cooperative Partnership

Voluntary Organisation (NGO) Government Entity

Holding Company Company (Ltd)

Company forming part of a Group

Company that does not form part of a Group

Corporation/Authority Government Dept.

Company - Foreign Owned

Company - Maltese Owned

Government Majority Shareholding

Government Minority Shareholding

SECTION C: DETAILS OF EMPLOYMENT

Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	Date of Commencement	Date of Termination
Full-Time (Reduced)	<input type="checkbox"/>	Part-Time (Casual)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Definite Contract	<input type="checkbox"/>	Indefinite Contract	<input type="checkbox"/>		

REASONS OF TERMINATION - GUIDELINES

PRINCIPAL REASONS FOR TERMINATION OF EMPLOYMENT	Specific Reasons for Termination of Employment (Please tick ONLY ONE of the reasons below)	<input type="checkbox"/>
Redundancy (Sensja)	Lack of Work (Nuqqas ta' Xoghol)	<input type="checkbox"/>
	Business Closed Down (Is-Sid ghalaq / Kumpanija ghalqet)	<input type="checkbox"/>
Termination of Contract (Tmiem tal-Kuntratt)	End of Definite Contract (Tmiem ta' Kuntratt Definit)	<input type="checkbox"/>
	End of Apprenticeship Scheme Contract (Tmiem ta' Kuntratt tal-Apprentistat)	<input type="checkbox"/>
	End of Work Phase (Tmiem ta' fazi ta' Xoghol / Xoghol ghas-Sajf)	<input type="checkbox"/>
	Expiry of Appointment (Skadenza tal-Hatra)	<input type="checkbox"/>
Circumstances beyond employer's control (Cirkustanzi lil hinn mill-kontroiltroll ta' min ihaddem)	Failing to Obtain Driving / Operating Licence (Nuqqas ta' akwizzjoni ta' Licenzja tas-Sewqan / Licenzja biex Topera)	<input type="checkbox"/>
	Failing to pass Physical Training / Aptitude Test (Nuqqas milli jghaddi mit-Test Fiziku)	<input type="checkbox"/>
	Revocation of Employment License (Revokazzjoni tal-Licenzja tal-Impjieg)	<input type="checkbox"/>
	Cancellation/Suspension of Employment Licence (Kancellazzjoni/Sospensjoni tal-Licenzja tax-Xoghol)	<input type="checkbox"/>
	Expiry of Employment Licence (Skadenza tal-Licenzja tal-Impjieg)	<input type="checkbox"/>
	Court Injunction / Interdiction / Sentence (Ingunzjoni tal-Qorti / Interdizzjoni / Piena ta' Habs)	<input type="checkbox"/>
Dismissed (Tkeccija)	Disciplinary Reasons (Tkeccija fuq Ragunijiet Dixiplinarji)	<input type="checkbox"/>
	Failure to perform duties as agreed in employment contract (Nuqqas li jaghmel id-doveri skont kif miftiehem fil-kuntratt tal-impjieg)	<input type="checkbox"/>
Resignation (Rizenja)	Formal Resignation (Rizenja Formali)	<input type="checkbox"/>
	Did not report for Work (Ma rrapurtax għax-Xoghol)	<input type="checkbox"/>
	Abandoned Place of Work (Abbanduna l-Post tax-Xoghol)	<input type="checkbox"/>
	Early Retirement (Irtirar Kmieni)	<input type="checkbox"/>
	Retirement Disciplinary Corp Member - AFM/Police Force (Irtirar Korp Dixiplinarju - AFM/Pulizija)	<input type="checkbox"/>
	Retirement Age (Pensjonant)	<input type="checkbox"/>
	Voluntary Retirement / Redundant Scheme (Irtirar Volontarju)	<input type="checkbox"/>
	Emigrated / Left Abroad (Emigra / Siefer)	<input type="checkbox"/>
	Employed Elsewhere (Instab Xoghol Iehor)	<input type="checkbox"/>
	Ended Self-employment (Il-Persuna ma ghadiex tahdem għal-rasha)	<input type="checkbox"/>
	Ended Part time Employment (Il-Persuna ma ghadiex tahdem fuq bazi part time)	<input type="checkbox"/>
	For Further Studies (Il-Persuna waqfet tahdem biex tkompli tistudja)	<input type="checkbox"/>
	Health Reason (Raguni ta' Sahha)	<input type="checkbox"/>
Termination During Probation (Terminazzjoni waqt iz-Zmien ta' Prova)	Termination by the employer during the probationary period (L-Impjieg terminat minn min ihaddem fil-perjodu ta' prova)	<input type="checkbox"/>
	Termination by the employee during the probation period (L-Impjieg terminat mill-impjegat fil-perjodu ta' prova)	<input type="checkbox"/>
Employment not Effected (L-Impjieg ma sehh qatt)	When the Termination Date is the same as the Engagement Date (L-Impjieg qatt ma sehh)	<input type="checkbox"/>
Changes within the same Organisation, such changes do not constitute termination of employment but for statistical record (Tibdil fl-istess Organizzazzjoni)	Transferred/Moved to Another Department (Public Sector) (Trasferiment minn Dipartiment għall-iehor)	<input type="checkbox"/>
	Transfer of Business (Trasferiment ta' negozju)	<input type="checkbox"/>
	Change In Company Name (Tibdil fl-isem tal-Entita)	<input type="checkbox"/>
	Transfer from Full Time to Part Time Employment and vice-versa (Trasferiment minn xoghol Full time għal-Part Time u vici versa)	<input type="checkbox"/>
	Transfer from Full Time to Full Time Reduced Employment and vice-versa (Trasferiment minn xoghol Full time għal-Full Time reduced u vici versa)	<input type="checkbox"/>
	Transfer from Full Time/Part Time Indefinite Contract to a Definite Contract (Trasferiment minn xoghol Full time/Part Time Kuntratt Indefinit għal Kuntratt Definit minhabba tibdil fil-Kariga)	<input type="checkbox"/>
Deceased (Miet)	Deceased (Il-persuna mietet)	<input type="checkbox"/>
Termination by the employer (Terminazzjoni min-naha ta' min ihaddem)	Employee reaches pension age (L-impjegat lahaq l-eta tal-pensjoni)	<input type="checkbox"/>
	Health Reason (Raguni ta' Sahha)	<input type="checkbox"/>

Signature of Employer

Signature of Employee

Designation

Employer Identity Card Number

Form Submitted Date