



Application for an ELT Permit

Section A: Particulars

1. Surname:
2. First Name:
3. Gender:
4. Nationality:
5. ID Card Number:
6. Date of Birth:
7. Telephone Number:
8. Mobile Number:
9. Email:
10. Address:
.....
11. Town:
12. Country:
13. Post Code:

Non-EU nationals only

14. Work Permit Number:
15. Work Permit Expiry Date:
16. Passport Number:
17. Passport Expiry Date:

Section B: Qualifications relevant to ELT

<u>Title of qualification</u>	<u>Awarding body</u>	<u>Grade</u>

Applicants must:

- be at least 18 years old and possess the following qualifications;

a) a matriculation certificate or comparable qualifications at National Qualifications Framework level 4 if under the age of twenty-one years on the date of application;

(b)(i) a Test for English Language Teachers (TELT) certificate issued by the Council or comparable qualification in English not inferior to Grade C at Advanced level at National Qualifications Framework level 4, and a certificate in the methodology of teaching English language to speakers of other languages approved by the Council or comparable, or higher qualifications in English language awareness, proficiency and methodology from a recognised institution approved by the Council; or

(b)(ii) an international certificate at National Qualifications Framework level 5 in English language teaching to speakers of other languages or a higher qualification from a recognised institution as approved by the Council;

(c) a SEPTT certificate at Band 3 issued by the Council or any other speaking proficiency test certificate at a level deemed sufficient by the Council;

(d) a clean and recent police conduct issued within the last month prior to application date.

Section C: Declaration by Director of Studies (where applicable)

a) Individual:

OR

b) Organisation:

School's Name:

Director's First Name:

Director's Family Name:

School Email:

Director's ID Card Number:

I hereby declare that is being offered full-time/part-time employment as a teacher at the above school provided that the necessary approval is obtained from the ELT Council.

.....
Date

.....
**Signature of Director of Studies
& School Stamp**

I understand that the personal data provided on this form will be processed in accordance with the principles of General Data Protection Regulation ((EU) 2016/679)) and the Data Protection Act (CAP440). Personal data will not be shared with third parties without your consent unless authorized by law, or processed for reasons incompatible from those for which it was originally collected. You have the right to access the information being kept about you at any time. For more information please refer to our Data Protection and Retention Policies found here: www.eltcouncil.gov.mt

Please tick the box (✓) to consent sharing of your email address and mobile number with Licensed ELT Schools for recruitment purposes.

I, the undersigned, hereby apply for the issue of an ELT Permit in terms of Legal Notice 221 of 2015 and declare that the following information is true and correct.

.....
Date

.....
Applicant's Signature

Section D:

Fee of €15 is applicable. **Cash payments are not accepted.**

*Cheques are to be made payable to the **Permanent Secretary, MEDE.***

Should you wish to pay by bank transfer, please find details below:

Central Bank of Malta
Cashier Malta Government
IBAN: MT55MALT011000040001EURCMG5001H
Sort Code: MALTMTMT

Please state New ELT Permit on the transfer details and e-mail us the transfer code and bank account holder details.

NOTES:

1. All applications are to be addressed to:

ELT Council

*Ministry for Education and Employment,
Great Siege Road,
Floriana,
VLT 2000.*

2. Directors of Studies and Applicants are reminded that the requisites regarding teacher's qualifications as laid down in LN 221 of 2015 should be strictly adhered to.

3. Qualifications:

a) Applications, wherein this Section is not filled in detail, will be referred back to the applicant.

b) No qualifications will be considered unless original certificates are presented to the ELT Council.

c) In the case of foreign qualifications, the applicant must submit qualifications to the National Commission for Further and Higher Education for recognition and certification of equivalence prior to the application being considered by the ELT Council.

4. A Police Conduct Certificate (issued within the last month to the date of the application) is to be appended to this application.

NB: The ELT Council may use this information in order to take any necessary action in pursuance of full compliance with Chapter 518 of the Laws of Malta.

© ELT Council February 2018

Contact Address:

ELT Council

Education Information Centre

Ministry for Education and Employment (MEDE),

Great Siege Road,

Floriana, VLT 2000.

Telephone Number: 2598 2741/2766

E-mail: info.eltcouncil@gov.mt