



EMPLOYMENT & TRAINING CORPORATION

## Where and how to Register

Full-Time	<ul style="list-style-type: none"> <li>Part 1 (unemployed)</li> <li>Part 2 (pending documents)</li> <li>Part 3A (in employment)</li> </ul>
Summer or Temporary	<ul style="list-style-type: none"> <li>Part 3B (students and persons seeking temporary work)</li> </ul>
Part-Time	<ul style="list-style-type: none"> <li>Part 3C 1 (unemployed)</li> <li>Part 3C 2 (in employment)</li> </ul>

[www.etc.gov.mt](http://www.etc.gov.mt)

EMPLOYMENT & TRAINING CORPORATION

## Where to Register?

For full-time work if unemployed

- 72, Access, Triq Melita, Valletta

**One needs to take:**

- ID card
- NI card (provided by the Department of Social Services)
- Copy of all certificates
- CV (Curriculum Vitae)
- ETC Registration form (which includes amongst other things, a list of job preferences)

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## First Time Registration

- Vetting** for eligibility
- Registration** on the appropriate registration part (Part 1, 2, 3 etc...)
- Initial guidance** (includes occupation choosing, vacancy submissions, course applications, direction on the way forward etc...)
- Information** on all ETC services and procedures

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## Where to Register?

For full-time work if employed, or for summer / temporary jobs

- Visit one of the ETC job centres
- Send an e-mail to [records.etc@gov.mt](mailto:records.etc@gov.mt)

**One needs to take:**

- ID card
- NI card (provided by the Department of Social Services)
- Copy of all certificates
- CV (Curriculum Vitae)
- A list of jobs the person is interested in working

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## ETC Offices

- ETC **Main offices** are housed in Hal-Far with a Branch in Victoria Gozo
- Job Centres** (Valletta, Mosta, Birgu, Qawra\*, Birkirkara\*, Zejtun\*\* and Victoria Gozo)
- Valletta ACCESS** offices - First time Registration and Guidance

\* Only open on Tuesday and Thursday from 8.15 – 12.30.  
\*\* Only open on Wednesday mornings

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## Where to Register?

For part-time work for employed & unemployed\*

\*One can also register for part-time jobs whilst following a course (e.g. MCAST etc...)

- Visit one of the ETC job centres
- Send an e-mail to [part-time.etc@gov.mt](mailto:part-time.etc@gov.mt)

### One needs to take:

- ID card
- NI card (provided by the Department of Social Services)
- Copy of all certificates
- CV (Curriculum Vitae)
- A list of jobs the person is interested in working

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## When can students Register?

- The youth is to have reached 16 years of age by the end of the scholastic year (i.e. By the 15<sup>th</sup> of July)
- If the youth becomes 16 years of age between the 16<sup>th</sup> of July and the 14<sup>th</sup> of September they can register as from the day they are 16
- If they reach 16 years of age after the 15<sup>th</sup> of September, they will only be eligible to register as from the 16<sup>th</sup> of July of the following year

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## Can Students Register?

- Students aged 16 and over can register either on part 1 or part 3B of the ETC register
- Students under age 16 can only work following authorisation issued by the Director of Industrial and Employment Relations :
  - birth certificate
  - promise of work
  - risk assessment
  - no objection from Director of Education
  - parent consent

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## Job Centre Services

- Registration of repeat registrants, registration of Part 3 clients, problem solving
- General information on ETC and EURES services
- Promotion of ETC and Newspaper Vacancies
- Touch Screen Computers
- Training Referrals
- Employment / Registration Histories

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## Job search Services

- Vacancies are displayed at **Job Centres, job banks** and on **website**.
- Clients can input their **CVs data onto ETC website** from where employers can view them.
- Daily Automaier** – Jobseekers can receive job vacancies daily by e-mail.

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