

**MINISTRY OF LABOUR AND SOCIAL INSURANCE**

**Application for employment of aliens  
by Companies with foreign investment**

**Part I Particulars of Company**

1. Company's Name: .....
- Address (office in Cyprus): .....
- P.O.Box ..... Tel. No: ..... Fax No: .....
- e-mail address: .....
- Employer's Social Insurance Registration Number: .....

	Current Year			Last Year			Number of Employees dismissed during last year
	CY	EE	OTHERS	CY	EE	OTHERS	
2. Total Number of employees							

**Part II Particulars of the Alien required**

1. Alien's MP Number: (Renewal) .....
2. Aliens Name: .....
3. Nationality: .....
4. Place and date of birth: .....
5. Nature of employment: .....
6. Period of employment: .....
7. Monthly salary: .....
8. Educational qualifications of alien (secondary & higher)

<u>School/University</u>	<u>Country</u>	<u>From</u>	<u>To</u>	<u>Certificate/Diploma</u>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

9. Work experience
- | <u>Employer</u> | <u>Country</u> | <u>From</u> | <u>To</u> |
|-----------------|----------------|-------------|-----------|
| .....           | .....          | .....       | .....     |
| .....           | .....          | .....       | .....     |
| .....           | .....          | .....       | .....     |

Date: ..... Signature: .....

The Application Form must be accompanied by the following documents:

1. Profile describing the nature of company's business and details of its office operations and staff requirements in Cyprus.
2. Certified copies of Directors & Shareholders by the Registrar of Companies.
3. Certified copy of the Financial Statements by the Registrar of Companies (Renewal)
4. List showing the names of the directors and personnel with their position and nationality.
5. Detailed job description to be performed by the required alien employee.
6. Profile of the required alien with a complete curriculum vitae and relevant documentary evidence regarding the qualifications and experience. (copies of degrees or diplomas translated in English)
7. Social Insurance Statement of earnings & contributions with the Payment Receipt. (For existing companies)
8. Copy of the Medical Health Insurance Scheme (Renewal).
9. The model employment contract properly completed.
10. Tax clearance certificate issued by the District Income Tax Office. (Directors – Renewal)

The above-mentioned should be submitted to the Department of Labour, 1480 Nicosia.

The Department of Labour may inform the company whether a relevant announcement of the posts in the local press is necessary and whether the vacancy should be notified to the District Labour Office. In such a case the position should be announced in two Greek and one English Language newspaper stating that applications (CV) should be submitted to the company with copy to the Department of Labour.