



## Department of Employment

HM Government of Gibraltar

### Application for the Renewal of a Work Permit

We \_\_\_\_\_ (Employer's Name)  
of \_\_\_\_\_ (Employer's address)  
\_\_\_\_\_  
and \_\_\_\_\_ (Employee's name)  
of \_\_\_\_\_ (Employee's address)  
\_\_\_\_\_  
employed as \_\_\_\_\_ (Job title)

wish to continue the employment relationship for:

☐

The period of 12 months; or

☐

A period of \_\_\_\_\_ months

(please tick as appropriate)

We hereby confirm that all the Terms and Conditions agreed to between us are communicated to you in the attached Notice of Terms of Engagement.

In the circumstances, as employer, the application is made for the work permit of the above mentioned employee to be renewed accordingly.

We have attached the completed application form, the Work Permit which expires within the next 5 working days and included the: -

1. Notice of Terms of Engagement (to be submitted in conjunction with this form)
2. Applicant's (employee) Passport (Certified True Copy)
3. Copy of Gibraltar Issued Civilian Registration Card & Permit of Residence (if residing in Gibraltar)
4. Renewal Fee. See Fees Table at [www.gibraltar.gov.gi/departments-employment/fees](http://www.gibraltar.gov.gi/departments-employment/fees)

Please see notes overleaf

We hereby understand that until the documents listed overleaf are submitted and the application approved by the Department of Employment, the Work Permit shall not be renewed.

\_\_\_\_\_  
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.

**FOR OFFICE USE ONLY**

**Applicant's Profile No.:** \_\_\_\_\_

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

**Date:**

**Name of Officer:**

**NOTES:**