

EMPLOYMENT SERVICE
OF SLOVENIA

On the basis of the Employment and Work of Aliens Act – ZZDT-1 (Official Gazette of the Republic of Slovenia, no. 26/11), I hereby submit the following

APPLICATION FOR THE ISSUE OF AN EMPLOYMENT PERMIT

Information on the applicant

Information on the applicant							
1		Applicant					
	A	Registered office					
	B	Registration number	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _				
	C	Tax number	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _				
2	A	Position of employment for which the employment relationship is being concluded					
	B	Registration number of the job vacancy form (PD form)					
3	Location of the work		A	at the employer's head office			
			B	in the field (location)			
4	Application for employment permit			A	new employment		
				B	extension		
				C	replacement employment		
5	Period for which the employment permit is requested			from		to	
	Total duration						
6	Telephone number						
7	Date of payment of the administrative fees						

Information on the alien

[illegible]

10	Address of residence abroad				
11	Level of professional education	_ _ _ _ _	12	Occupation	
13	Special skills, work experience				

Obligatory indication of the type of employment permit (please mark the square ☐):

☐ **NEW EMPLOYMENT OF THE ALIEN**

Information obtained by the Employment Service ex officio:

- 1) information on the registration or entry into a corresponding register;
 - 2) written notification by the Employment Service under the second paragraph of Article 25 of the ZZDT-1 Act;
 - 3) information that in the last six months prior to submitting the application, the employer did not submit a written notification to the Employment Service that a larger number of workers were no longer required;
 - 4) information that in the last six months prior to submitting the application, the employer did not terminate the employment contracts of employees for business reasons who meet the conditions for the position of employment for which the employer is submitting the application;
 - 5) information that in the last six months prior to submitting the application, the employer did not refuse to employ an unemployed person who met the required conditions;
 - 6) information that in the last six months prior to submitting the application, the employer has submitted the calculated withholding tax from the employment relationship and that all taxes and contributions arising from employment and work have been settled by the day of inspecting the tax authority documents;
 - 7) information on the job vacancy being submitted on the PD form;
 - 8) information that the employment permits quota has not been exhausted;
- information on the payment of administrative fees from the employer's current account for the application form and issue of the employment permit.

Proof submitted by the employer:

- 9) a statement that in the last six months, the employer recorded a positive operating result in the amount of at least two gross minimum wages or that it had invested in increasing property, plant and equipment in the last four months in an amount exceeding EUR 10,000; submitted on the Attachment to the ZRSZ-TUJ-2-1 form;
- 10) an employment contract signed by the employer and a statement by the alien that he/she is prepared to be employed by this employer;
- 11) proof of suitable education or vocational qualification for the alien in accordance with Article 21 of the Rules;
- 12) a photocopy of the alien's passport.
- 13)

The application for the issue of an employment permit for a daily migrant worker, an alien with higher education or an alien holding a long-term resident status in another EU member state includes the permit for temporary residence for a daily migrant worker or proof of higher education in accordance with Article 21 of the Rules or a permit for temporary residence in the Republic of Slovenia for a long-term resident of another EU member state and information and proof under items 1 through 13, with the exception of the information under item 10.

☐ **For issuing an employment permit without labour market control (please circle the applicable reason)**

- a) if an employer wishes to employ an alien with higher or university education who had previously been seconded to this employer for at least one year pursuant to Article 41 of the ZZDT-1 Act;
- b) if a state administration body, another state body or body of local self-government or holder of public authority wishes to employ a foreign expert;
- c) if an educational or cultural institution, facility or association wishes to employ a foreign teacher, professor, proof-reader or another professional;
- d) if a research organisation wishes to employ a foreign scientist or researcher;
- e) if a cultural institution, facility or association wishes to employ a foreign cultural worker;
- f) if a sports association, institute or company wishes to employ a foreign sportsman, coach or practitioner;
- g) if a diplomatic or consular mission, international organisation or foreign country's mission wishes to employ an alien whom they cannot employ in accordance with international law;
- h) if an employer wishes to employ a disabled alien, who became a person with a work-related disability during an employment relationship in the Republic of Slovenia due to a work-related injury or occupational disease and the rights pertaining to such a person based on their disability (professional rehabilitation, the right to part-time work, partial invalidity pension or invalidity benefit) have been awarded to this alien by a decision of the Pension and Disability Insurance Institute of Slovenia or a court in the Republic of Slovenia;

i) if in the first six months of its operation, an economic subject, which is registered for performing activities from the field of catering and tourism, wishes to employ an alien with vocational education as a chef of traditional national cuisine or traditional massage masseur/masseuse that the alien obtained in a third country.

Information obtained by the Employment Service ex officio:

- 14) information on the registration or entry into the corresponding register;
- 15) information that in the last six months prior to submitting the application, or during its operation if this operation is shorter than six months, the employer has submitted the calculated withholding tax from the employment relationship and that all taxes and contributions arising from employment and work have been settled by the day of inspecting the tax authority documents;
- 16) information on the job vacancy being submitted on the PD form;
- 17) information that the employment permits quota has not been exhausted;
- 18) information on the payment of administrative fees from the employer's current account for the application and the issue of the employment permit.

Proof submitted by the employer:

- 19) an employment contract signed by the employer and a statement by the alien that he/she is prepared to be employed by this employer;
- 20) the affirmative opinion of the competent ministry or government office that is to be attached to the employer's application in the cases referred to in points c), č) (except for higher education institutions), e) and g);
- 21) the affirmative opinion of the Olympic Committee of Slovenia – Sport Societies Association, which is to be attached to the employer's application in the case referred to in point f);
- 22) a photocopy of the alien's passport;
- 23) proof of the appropriate education of the alien in accordance with Article 21 of the Rules in the cases referred to in points b) and i);
- 24) a photocopy of the decision issued by the Pension and Disability Insurance Institute of Slovenia or a court in the Republic of Slovenia that recognises the alien's rights from invalidity in the cases referred to in point h).

<input type="checkbox"/> THE EMPLOYMENT OF AN ALIEN FOR WHOM A WORK PERMIT HAS ALREADY BEEN ISSUED (the fourth paragraph of Article 11 of the ZZDT-1 Act, the seventh and eight paragraph of Article 22 and the fourth paragraph of Article 25 of the Rules)
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The Employment Service shall obtain the information under items 1 through 9 ex officio. In addition to proof under items 10 through 13, the employer shall also submit:

- 25) proof of the termination of the employment contract or work contract (termination of the employment contract or work contract or agreement on the termination of the employment contract or work contract).

<input type="checkbox"/> THE EMPLOYMENT OF AN ALIEN WITH ANOTHER EMPLOYER (Article 30 of the ZZDT-1 Act)

In addition to the information listed under items 1 through 13 or 14 through 24, the application should also have attached:

Information obtained by the Employment Service ex officio:

- 26) information that the alien has been continuously employed by the first employer for at least one month and pursuant to this, registered for social insurance.

Proof submitted by the employer:

- 27) an agreement between the employer where the alien is already employed, the employer wishing to employ the alien and the alien.

<input type="checkbox"/> THE EXTENSION OF AN EMPLOYMENT PERMIT

Information obtained by the Employment Service ex officio:

- 28) information on registration or entry into the corresponding register;

- 29) information that in the last six months prior to submitting the application, or during its operation if this operation is shorter than six months, the employer has submitted the calculated withholding tax from the employment relationship and that all taxes and contributions arising from employment and work have been settled by the day of inspecting the tax authority documents;
- 30) information that the alien has been continuously registered for social security in the Republic of Slovenia on the basis of employment from the day of registering employment;
- 31) information on the payment of administrative fees from the employer's current account for the application and the issue of the employment permit.

Proof submitted by the employer:

- 32) a photocopy of the alien's passport.
- 33) the employment contract signed by the employer and the alien (if the employment contract has been signed for a longer period of time than the validity of the previous employment permit, the employer shall submit a photocopy of the employment contract).

☐ A REPLACEMENT EMPLOYMENT PERMIT IN CASES OF LEGAL SUCCESSION (the seventh paragraph of Article 10 of the ZZDT-1 Act and the second and third paragraph of Article 53 of the Rules)

Information obtained by the Employment Service ex officio:

- 34) information from the business register clearly stating that a universal legal succession pursuant to the act regulating companies has taken place, unless this information is not stated in the business register;
- 35) information on the payment of administrative fees from the employer's current account for the application and the replacement decision.

Proof submitted by the employer:

- 36) a photocopy of the alien's passport.
- 37) an employment contract signed by the employer and the alien;
- 38) information on the entry in the business register clearly stating that a universal legal succession pursuant to the act regulating companies has taken place, unless this information is not stated in the business register.

☐ A REPLACEMENT EMPLOYMENT PERMIT IN CASES OF CHANGES TO WORKING HOURS FROM PART-TIME TO FULL-TIME WORK (Article 26 of the ZZDT-1 Act and the fourth and fifth paragraph of Article 53 of the Rules)

Information obtained by the Employment Service ex officio:

- 39) information on the registration or entry into the corresponding register;
- 40) information on the payment of administrative fees from the employer's current account for the application and the replacement decision.

Proof submitted by the employer:

- 41) a photocopy of the alien's passport;
- 42) a new full-time employment contract signed by the employer and the alien.

Providing proof of adequate education or vocational qualification

In the process of being granted employment permits, third-country nationals shall, in cases where the collective agreement or a general legal act by the employer requires a specific level or type of education as part of the conditions of service, prove the adequacy of their education obtained abroad by providing a photocopy of a certified document of education and its translation into the Slovenian language. The original document of education, whose copy is to be submitted, must be certified beforehand with an apostille on the basis of the Convention on Abolishing the Requirement of Legalisation for Foreign Public Documents (Official Gazette of the Federal People's Republic of Yugoslavia, no. 10/62) or, in cases where a foreign country is not a signatory of the Convention, on the basis of the Authentication of Documents in International Legal Transactions Act (Official Gazette of the Republic of Slovenia, no. 64/01).

In the process of being granted employment permits, third-country nationals shall, in cases where the collective agreement or a general legal act by the employer requires a specific level or type of education or national vocational qualification as part of the conditions of service, prove the adequacy of their education obtained in the Republic of Slovenia by providing a photocopy of the public document of education and the suitability of the

national vocational qualification obtained in the Republic of Slovenia by providing a photocopy of the public document on the obtained national vocational qualification.

If a third-country national wishes to pursue a regulated profession in the Republic of Slovenia, proof of vocational qualification for pursuing the regulated profession is provided in the following ways:

- if the vocational qualification is to be recognised in accordance with the act governing the procedure for the recognition of vocational qualifications for pursuing regulated professions or activities in the Republic of Slovenia, a photocopy of the public document on the recognised vocational qualification shall be included by the employer in the application;
- if the vocational qualification is not to be recognised in the manner stipulated above, the employer shall attach proof to the application for the issue of an employment permit indicating that the alien meets the conditions for pursuing a regulated profession that are determined in the national legislation as applying equally to citizen of the Republic of Slovenia.

I, the responsible person of the employer, signed hereunder, state that:

- a) the employer shall provide accommodation for the alien on premises rented or owned by the employer or a natural or legal person that has capital connections with the employer. This accommodation shall be provided at

_____.

- b) the alien shall not reside on premises rented or owned by the employer or a natural or legal person that has capital connections with the employer. The alien shall see to his/her accommodation himself/herself.

I understand that pursuant to Articles 66 and 139 of the General Administrative Procedures Act (Official Gazette of the Republic of Slovenia, No. 24/06 – UPB2, 126/07, 65/08, 8/10), an officer of the Employment Service of Slovenia, who leads the proceedings, may obtain data from official records that is necessary to establish the actual facts and the facts relevant to the proceedings and I do not prohibit this.

Signature of the responsible person of the employer: _____

Date: _____

Stamp