



TERMINATION OF EMPLOYMENT FORM

For office use only:

SECTION A: PERSONAL DETAILS

Identity Card Number / Passport

9 8 7 6 5 4 M

Social Security (N.I.) Number

9 8 7 6 5 4 3 2

Date of Birth

1 8 0 6 1 9 9 8

Name Surname

Red Panda

Number / Name of Residence

Tree #0462

Street

Bamboo Street

Locality

The Red Forest

Postcode

TRF0123

Email address

meet@buddy.hr

Mobile Number

Telephone Number

99123456

Gender

Male Female Other

Nationality

Maltese Dual Citizen

EU

Non-EU

In case of a Non-EU citizen, who is dependent on an EU National, the Nationality of the EU Citizen needs to be written down below and a copy of the "Residence Card" or the Interim receipt issued by Identity Malta of the non-EU citizen needs to be attached.

In case of a Non-EU Citizen, and he/she is married to a Maltese national, please attach the document of the "Freedom of Movement by Marriage" issued by Identity Malta.

SECTION B: DETAILS OF EMPLOYER

Name and Surname of Employer

Buddy The Red Panda

Name of Commercial Entity (Partnership / Company)

Red Panda City

Address of Commercial Entity

91, Building 3

The Green Forest

Locality

Red Panda City

Postcode

RPC0987

Mobile Number

Telephone Number

Email address

Primary Sector in which Commercial Entity operates

Employer N° (Jobsplus)

4 5 6 6 5 4

PE Number (I.R.D.)

6 5 4 3 2 1

VAT Number

MT98765432

Company Number (MBR)

6 5 4 4 5 6

Self-Employed (without employees)

Self-Employed (with employees)

Cooperative Partnership

Voluntary Organisation Joint Venture

Holding Company Company (Ltd)

Company forming part of a Group

Government Department

Corporation / Authority Government Entity

Company - Foreign Owned

Company - Maltese Owned

Government Majority Shareholding

Government Minority Shareholding

Household Employer

Jobsplus Gozo: Employment Records

Sir Arturo Mercieca Street, Victoria VCT 2024

Tel: +356 22201955/1875

Email: hriuforms.jobsplus@gov.mt

SECTION C: DETAILS OF EMPLOYMENT

Employment Type	
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>
Full-Time (Reduced) <input type="checkbox"/>	
Nature of Employment	
Definite Contract <input type="checkbox"/>	Indefinite Contract <input type="checkbox"/>
Trainee / Apprentice <input type="checkbox"/>	Casual <input type="checkbox"/>

Date of Commencement:

Date of Termination:

Designation:

Work Arrangement

Teleworker

REASONS OF TERMINATION – GUIDELINES

PRINCIPAL REASONS FOR TERMINATION OF EMPLOYMENT	Specific Reasons for Termination of Employment (Please tick ONLY ONE of the reasons below)	<input checked="" type="checkbox"/>
Redundancy (Sensja)	Lack of Work (Nuqqas ta' Xogħol)	<input type="checkbox"/>
	Business Closed Down (Is-Sid għalaq / Kumpanija għalqet)	<input type="checkbox"/>
Termination of Contract (Tmiem tal-Kuntratt)	End of Definite Contract (Tmiem ta' Kuntratt Definit)	<input type="checkbox"/>
	End of Apprenticeship Scheme Contract (Tmiem tal-Kuntratt tal-Apprentistat)	<input type="checkbox"/>
	End of Work Phase (Tmiem ta' fażi ta' Xogħol / Xogħol għas-Sajf)	<input type="checkbox"/>
	Expiry of Appointment (Skadenza tal-Fatra)	<input type="checkbox"/>
Circumstances beyond employer's control (Ċirkustanzi lil hinn mill-kontroll ta' min iħaddem)	Failing to Obtain Driving / Operating Licence (Nuqqas ta' akkwizzizzjoni ta' liċenzja tas-sewqan / liċenzja biex topera)	<input type="checkbox"/>
	Failing to pass Physical Training / Aptitude Test (Nuqqas milli jgħaddi mit-Test Fiziku)	<input type="checkbox"/>
	Revocation of Employment Licence (Revokazzjoni tal-Liċenzja tal-Impjieg)	<input type="checkbox"/>
	Cancellation/Suspension of Employment Licence (Kancellazzjoni / Sospensjoni tal-Liċenzja tax-Xogħol)	<input type="checkbox"/>
	Expiry of Employment Licence (Skadenza tal-Liċenzja tal-Impjieg)	<input type="checkbox"/>
	Court Injunction / Interdiction / Sentence (Ingunzjoni tal-Qorti / Interdizzjoni / Piena ta' Ffals)	<input type="checkbox"/>
	Redundancy due to COVID-19 (Sensja minħabba COVID-19)	<input type="checkbox"/>
Dismissed (Tkeċċija)	Disciplinary Reasons (Tkeċċija fuq raġunijiet Dixxiplinari)	<input type="checkbox"/>
	Failure to perform duties as agreed in employment contract (Naqas li jagħmel id-doveri skont kif miiftiehem fil-kuntratt tal-impjieg)	<input type="checkbox"/>
Resignation (Riżenja)	Formal Resignation (Riżenja Formali)	<input type="checkbox"/>
	Did not report for Work (Ma rrapportax għax-Xogħol)	<input type="checkbox"/>
	Abandoned Place of Work (Abbanduna l-Post tax-Xogħol)	<input type="checkbox"/>
	Early Retirement (Irtirar Kmieni)	<input type="checkbox"/>
	Retirement Disciplinary Corp Member - AFM/Police Force (Irtirar Korp Dixxiplinarju - AFM / Pulizija)	<input type="checkbox"/>
	Retirement Age (Pensjonant)	<input type="checkbox"/>
	Voluntary Retirement / Redundant Scheme (Irtirar Volontarju)	<input type="checkbox"/>
	Emigrated / Left Abroad (Emigra / Siefer)	<input type="checkbox"/>
	Employed Elsewhere (Instab Xogħol lehor)	<input type="checkbox"/>
	Ended Self-employment (Il-Persuna ma għadhiex taħdem għal rasha)	<input type="checkbox"/>
	Ended Part-time Employment (Il-Persuna ma għadhiex taħdem fuq bażi part time)	<input type="checkbox"/>
	For Further Studies (Il-Persuna waqfet taħdem biex tkompli tistudja)	<input type="checkbox"/>
Health Reason (Raġuni ta' Saħħa)	<input type="checkbox"/>	
Termination During Probation (Terminazzjoni waqt iż-Żmien ta' Prova)	Termination by the employer during the probationary period (L-Impjieg terminat minn min iħaddem fil-perjodu ta' prova)	<input type="checkbox"/>
	Termination by the employee during the probationary period (L-Impjieg terminat mill-impjegat fil-perjodu ta' prova)	<input type="checkbox"/>
Employment not Effected (L-Impjieg ma seħħ qatt)	When the Termination Date is the same as the Engagement Date (L-Impjieg qatt ma seħħ)	<input type="checkbox"/>
Changes within the same Organisation, such changes do not constitute termination of employment but for statistical record (Tibdil fl-istess Organizzazzjoni)	Transferred to another Public Service Department (Trasferiment minn Dipartiment tal-Gvern għall-iehor)	<input type="checkbox"/>
	Transfer of Business (Trasferiment ta' negozju)	<input type="checkbox"/>
	Change in Company Name (Tibdil fl-isem tal-Entità)	<input type="checkbox"/>
	Transfer from Full-Time / Part-Time Casual to Part-Time Employment and vice-versa (Trasferiment minn xogħol Full-time / Part-Time Casual għal-Part Time u viċi versa)	<input type="checkbox"/>
	Transfer from Full-Time to Full-Time Reduced Employment and vice-versa (Trasferiment minn xogħol Full-time għal-Full-Time reduced u viċi versa)	<input type="checkbox"/>
Transfer from Full-Time/Part-Time Indefinite Contract to a Definite Contract and vice-versa (Trasferiment minn xogħol Full-time/Part-Time Kuntratt Indefinit għal Kuntratt Definit u viċi versa)	<input type="checkbox"/>	
Deceased (Miet)	Deceased (Il-persuna mietet)	<input type="checkbox"/>
Termination by the employer (Terminazzjoni min-naħa ta' min iħaddem)	Employee reaches pension age (L-impjegat laħaq l-età tal-pensjoni)	<input type="checkbox"/>
	Health reason (Raġuni ta' saħħa)	<input type="checkbox"/>

Signature of Employer Signature of Employee

Designation Employer Identity Card Number Form Submitted Date