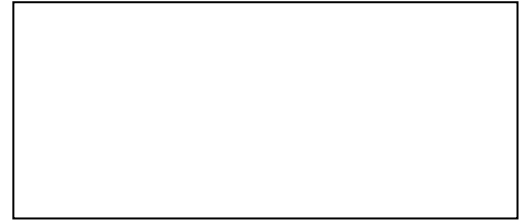


EMPLOYMENT SERVICE  
OF SLOVENIA



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 A PERSONAL WORK PERMIT

#### Information on the applicant

1	Surname (and surname at birth)					
2	Name					
3	Gender (please circle as appropriate)	M	F	4	Day, month and year of birth	_ _ _ _ _ _ _
5	Personal identification number of the alien	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _				
6	Tax number of the alien	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _				
7	City and country of birth					
8	Address of residence in the Republic of Slovenia (street and number, postcode)					
9	Address of residence abroad					
10	Level of professional education			11	Occupation	
12	(please circle as appropriate)	A. first application B. extension C. reapplication				
13	Telephone number					
14	Date of payment of the administrative fees					

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 applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Obligatory indication of the type of personal work permit (please mark the square ):**

Information and supporting documents provided in the application for the issue of a personal work permit:

- 1) photocopy of passport – for all types of work permits except for an applicant for international protection, a person enjoying temporary protection or a person enjoying subsidiary protection. If a victim of human trafficking or a victim of illegal employment do not hold a passport, they may submit another document of proof of the identity of the alien (CLIENT);
- 2) information on the payment of administrative fees for the application and the work permit – for all types of permits;  
except for an alien enjoying temporary or subsidiary protection, an applicant for international protection or if so stipulated by an international treaty (EMPLOYMENT SERVICE).

**Personal work permit with a validity of one year**

**For the self-employment of an alien**

**Information obtained by the Employment Service ex officio:**

- 3) information on the alien legally residing in the Republic of Slovenia at the time of submitting the application;
- 4) information on the alien legally residing in the Republic of Slovenia in the last year before submitting the application.

**Proof submitted by the alien:**

- 5) proof of depositing own financial resources in the amount of EUR 10,000 in the form of a bank receipt issued by a bank with headquarters or other forms of operation in Slovenia;
- 6) proof of the ownership of business premises in the form of a land registry statement or proof of renting business premises in the form of a rental contract.

**For the self-employment of a daily migrant worker**

**Information obtained by the Employment Service ex officio:**

- 7) information on the permit for temporary residence of a daily migrant worker in the last year before submitting the application.

**Proof submitted by the alien:**

proof under items 5 and 6 for the self-employment of an alien.

**For the self-employment of an alien holding a long-term resident status in another EU member state**

**Information obtained by the Employment Service ex officio:**

- 8) information on a valid permit for the temporary residence in the Republic of Slovenia of a long-term resident of another EU member state.

**Proof submitted by the alien:**

proof under items 5 and 6 for the self-employment of an alien.

**For the self-employment of an alien: one year extension**

**Information obtained by the Employment Service ex officio:**

- 9) information from the business register on the entry of the alien as the founder or co-founder of a private commercial company or as sole proprietor.
- 10) information that the alien 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.

**For the self-employment of an alien who performs an independent occupational activity**

**Information obtained by the Employment Service ex officio:**

11) information on the entry of the alien in the business register for performing an independent occupational activity.

**Personal work permit with a validity of three years**

**For a family member of an alien with a permanent residence or a fugitive**

**Information obtained by the Employment Service ex officio:**

12) information on a valid permit for temporary residence for the purpose of family reunification;

13) information on the recognised status of refugee of an alien, whose family member is an alien who is the applicant or information on the permanent residence permit of an alien, whose family member is an alien who is the applicant.

**Proof submitted by the alien:**

14) proof that the alien, who is the applicant, is a family member of an alien with the required status.

**For a self-employed alien**

**Information obtained by the Employment Service ex officio:**

15) information from the business register on the entry of the alien as the founder or co-founder of a private commercial company or as sole proprietor or the entry of the alien for performing an independent occupational activity;

16) information that upon filing the application, the alien has been registered for social insurance as a self-employed person in the Republic of Slovenia for the last 22 months;

17) information that the alien 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.

**For an alien with at least a vocational education or a national vocational qualification in the Republic of Slovenia**

**Information obtained by the Employment Service ex officio:**

18) information that in the last 24 months, the alien has been registered for social insurance as an employed person in the Republic of Slovenia for the last 20 months;

**Proof submitted by the alien:**

19) proof of at least a vocational education or a national vocational qualification in the Republic of Slovenia (proof in accordance with Article 6 of the Rules).

**For a daily migrant worker**

**Information obtained by the Employment Service ex officio:**

20) information that the alien is a daily migrant worker;

21) information that in the last 24 months, the alien has been registered for social insurance as an employed person in the Republic of Slovenia for the last 20 months;

- For an alien who concluded his or her last year of education in the Republic of Slovenia and has obtained at least a higher education**

**Proof submitted by the alien:**

- 22) proof that in the last two years prior to submitting the application, the alien has concluded the last year of education in the Republic of Slovenia and obtained at least a higher education (proof in accordance with Article 6 of the Rules);
- 23) a draft employment contract that clearly shows that the alien shall be employed no later than within six months or a written statement by the alien that he/she shall be self-employed and registered for social security no later than within six months of the date of issuing the personal work permit.

- For an alien who completed a research programme in the Republic of Slovenia**

**Proof submitted by the alien:**

- 24) proof that the alien has completed a research programme in the Republic of Slovenia in the last year before submitting the application (confirmation from the research organisation about the completion of the research work);
- 25) a draft employment contract that clearly shows that the alien shall be employed no later than within six months or a written statement by the alien that he/she shall be self-employed and registered for social security no later than within six months of the date of issuing the personal work permit.

- For a family member of an alien who completed a research programme in the Republic of Slovenia**

**Information obtained by the Employment Service ex officio:**

- 26) information on a valid permit for temporary residence for the purpose of family reunification;
- 27) information on the valid personal work permit of an alien who completed a research programme in the Republic of Slovenia and is a family member of the applicant.

**Proof submitted by the alien:**

- 28) proof that the applicant is a family member of an alien who completed a research programme in the Republic of Slovenia.

- For a family member of an alien who has the status of researcher**

**Information obtained by the Employment Service ex officio:**

- 29) information on a valid permit for temporary residence for the purpose of family reunification.

**Proof submitted by the alien:**

- 30) proof that the applicant is a family member of an alien who has the status of researcher;
- 31) proof that the applicant's family member holds the status of researcher (confirmation from the research organisation).

- Extension of a personal work permit with a validity of three years**

**Information obtained by the Employment Service ex officio:**

- 32) information on the validity of the personal work permit that is being extended;
- 33) information that upon filing the application, the alien has been registered for social insurance as an employed or self-employed person in the Republic of Slovenia for the last six months.

**Personal work permit for special categories of aliens and a personal work permit on the basis of an international treaty**

**For an applicant for international protection**

**Information obtained by the Employment Service ex officio:**

- 34) information from the Ministry of the Interior that the alien is an applicant for international protection, that at least nine months have passed since the application for international protection has been submitted and that the decision of the competent body has not been served to the applicant during this time, whereby the delay cannot be attributed to the applicant for international protection;
- 35) information from the Ministry of the Interior that the applicant's identity has been established.

**For an alien holding the status of a person enjoying temporary protection**

**Proof submitted by the alien:**

- 36) a photocopy of the card of the person enjoying temporary protection.

**For a victim of human trafficking and a victim of illegal employment**

**Information obtained by the Employment Service ex officio:**

- 37) information on the valid residence permit of a victim of human trafficking or victim of illegal employment.

**For a person enjoying subsidiary protection**

**Proof submitted by the alien:**

- 38) a photocopy of the residence permit that clearly states that the alien is a person enjoying subsidiary protection.

**On the basis on an international treaty for the time determined by the international treaty**

- 39) other information and proof in accordance with the international treaty.

**Providing proof of adequate education or vocational qualification**

In the process of being granted a personal work permit, a third-country national must provide proof of:

- 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 to 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);
- education obtained in the Republic of Slovenia: by providing a photocopy of the public document of education;
- of a national vocational qualification obtained in the Republic of Slovenia: by providing a photocopy of the public document on the national vocational qualification obtained.