

CHECK LIST - Request for Employee card

1. Application form / Request for Employee card

- vacancy number (work position is in central records of job vacancies) – page 1, A)
- correctly written email address and telephone number – page 1, B
- delivery address and last residence abroad address – full address, street with number, Municipality, Municipal District, Post code – page 2, F) and G)
- signature and date - page 5, bottom of application
- education, occupation – page 2, top of application

2. Valid travel document – passport

3. Two passport size pictures

- put to small envelope

4. Original/Hard copy of Contract of employment or Contract on a future contract

- has to include the agreed monthly salary will not be lower than the basic monthly minimum wage (for year 2021 it is CZK 15.200,-) and that the amount of weekly working hours will be at least 15 hours

5. Original/Hard copy Accommodation proof

Such a document will be an original with signature verification or a notarized copy

6. NBI clearance with Apostille and translation verification from the Czech Embassy issued in last 180 days, not older

7. Police clearance or Document from the Register of Criminal Records – issued by the country in which the foreign national has had continuous residence for over 6 months in the last 3 years

- such a document has to be with higher verification/Apostille and official translation to Czech Language, Embassy of the Czech Republic in Manila is not able to verify translation from different language than from English!

7. Power of Attorney – not required but can be included

8. Visa Fee