



REPUBLIC OF ZAMBIA

The Immigration and Deportation Act, 2010  
(Act No. 18 of 2010)

The Immigration and Deportation (General) Regulations, 2011

APPLICATION FOR AN EMPLOYMENT PERMIT (Section 28 of the Immigration and Deportation Act, No. 18 of 2010)					
Please complete in block letters	Shaded fields for official use only	Permit/Visa			
		Date and Time			
Information Required	Information Provided			√	
<b>PART I PERSONAL DETAILS (To be completed by applicant)</b>					
1.	(a) Surname				
	(b) Other names in full				
2.	Sex (Tick (√) as applicable)	Male		Female	
3.	Date of birth (dd/mm/yyyy)				
4.	Place of birth	Town		Country	
5.	Nationality				
6.	(a) Passport No.				
	(b) Place of issue				
	(c) Date of issue (dd/mm/yyyy)				
	(d) Date of expiry (dd/mm/yyyy)				
7.	Occupation				
8.	Address in country of permanent residence (a) Physical address (b) Postal address (c) Telephone No./Mobile No. (d) Email				
9.	Countries of residence during five years immediately preceding this application				
	Town	Country	From (dd/mm/yyyy)	To (dd/mm/yyyy)	
10.	Highest education standard attained (Attach certified copy of each certificate obtained)	(a) Education			
		Institution	Qualification obtained	Year obtained	

		(b) Professional/Technical						
		Institution	Qualification obtained	Year obtained				
11.	Previous relevant work experience							
	Name of Employer	Nature of employment			Period of employment			
12.	Does your spouse or parent hold an investor's permit?							
13.	If your answer to question is yes, please provide the Investor's Permit No.							
14.	(a) Have you ever applied for a permit under the Immigration and Deportation Act, 2010 or the Immigration and Deportation Act, Cap. 123? If yes, give details							
	Permit applied for	Date of application			Status of application (pending, granted or rejected)			
	(b) If the application was rejected, state reasons for rejection: .....							
	.....							
	.....							
15.	Have you or your spouse ever been restricted from entering any country or deported or repatriated from any country? If yes, give details below							
	Country in which entry restricted or from which deported or repatriated	Year of restriction, deportation or repatriation			Reasons			
16.	Have you been convicted of an offence under any law within or outside Zambia? If yes, specify details below:							
	Nature of offence: .....							
	Date of conviction: .....							
	Sentence: .....							
17.	Are you fluent in English or any language indigenous to Zambia? If yes, which language(s)?							
	.....							
	.....							
	.....							
<b>PART II</b>								
<b>FAMILY DETAILS</b>								
18.	Marital status	Single	Married	Widowed	Separated	Divorced		
19.	Full names of spouse (if married)	Surname			First Name			
20.	Date and country of birth of spouse							
	(a) Date of birth (dd/mm/yyyy)							
	(b) Place of birth							
	(c) Town and country of birth							
21.	Number of children/dependants (if any)	Children		Dependants				
22.	Particulars of children	Name	Sex	Date of birth (dd/mm/yyyy)	Place of birth (Town and country)			

23.	Particulars of dependants	Name	Sex	Date of birth	Place of birth

24.	<b>Appendices</b>
	Two recent passport size photographs
	Certified copy of current passport
	Certified copy of each academic and professional certificate obtained
	Letter of offer of employment/ Contract of employment
	Certified copy of marriage certificate, if applicable
Certified copy of birth certificate of each child/dependant	

**DECLARATION**

I hereby declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect the issuance of an employment permit or shall result in the revocation of the permit.

.....

Name of applicant Signature

.....

Date

**PART III**  
**AUTHORISATION OF APPLICATION AND DETAILS OF EMPLOYMENT**  
**(To be completed by employer)**

1. \*Application/Authorisation of application

I/we (name of employer) ..... of (physical address) ..... do hereby \*apply/authorize the application, by the person whose particulars are provided in Part I, for an employment permit to enable the said person serve as (state occupation in Zambia) ..... in (state name of employer) ..... for the period ..... to .....

\*Delete whichever is not applicable

2. Details of employment offered:

I/we (name of employer) ..... of (postal address) ..... being engaged in (state profession/business) ..... wish to employ the person whose particulars are provided in Part I.

(a) Place of employment .....

(b) Job description .....

(c) Period of employment offered .....

(d) Annual salary offered .....

(e) What steps have you taken to employ Zambian citizens to fill this vacancy (give full details) .....

.....

(f) What was the result of the steps taken (under paragraph (e) (if any)? .....

.....

.....

(i) Name of trainee .....

(ii) Period of training ..... to .....

(iii) If you do not have a Zambian citizen trained from this post, fill in the following:

(A) Minimum entry qualification required for this post .....

.....

(B) Steps taken to engage a Zambian trainee .....

.....

(g) If this application is approved, will the prospective employee be instrumental in training Zambian citizens? If so, state how .....

.....

**DECLARATION**

I hereby declare that the foregoing particulars are correct in every detail.

.....

Name of authorised person acting on behalf of employer

.....

Signature

.....

Position

.....

Date

OFFICIAL STAMP

**NOTES TO APPLICANT**

(a) The law requires that applicants apply for their employment permits whilst outside the country and shall only come to Zambia when the permit is approved. However, Government employees, volunteers and missionaries may apply for their permits whilst in the country.

(b) An Employment Permit shall not be valid beyond the date of expiry of the passport of its holder.

(c) This permit allows the holder and his/her spouse and minor children to enter and re-enter into and to remain within Zambia until it expires, but it shall automatically cease to be valid if the holder becomes a prohibited immigrant.

(d) Any application for a variation of the conditions or period of validity of this permit must be made to the Director-General of Immigration.

(e) It is an offence to commence employment -

(i) without a valid employment permit; or

(ii) under a new employer before change of employer and/or occupation on the Employment Permit is approved.

**FOR OFFICIAL USE ONLY**

Received by: .....

Officer (Name and Signature)

Amount Received: .....

Receipt No.: .....

Employment Permit No.: .....

File Ref. No.: .....

Date and place of issue: .....

Remarks: .....

.....

OFFICIAL  
STAMP