signature and date of application

........................................................

*(to be filled in by the competent voivode)*

**APPLICATION**

**FOR THE EXTENSION OF THE WORK PERMIT FOR A FOREIGNER**

**ON THE TERRITORY OF REPUBLIC OF POLAND**

**1**. Name/first name or names and surname of the entity entrusting work to a foreigner

...........................................................................................................................................................................................................................................................................................................................................................................................................................................

**2**. I am applying to extend my work permit

type ..............no................................../..........................................................................................................................................................

issued on…………………………….. by ................................................................................................................................

*(name of the authority)*

valid to ................................................................................................................................................................................................

for Mr/Ms ..................................................................................................................................................................................................

*(first name or names and surname of a foreigner)*

for the period from .....................…………………….to......................................................................................................................................

at the position/as a ....................................................................................................................................................................

*(position, type of work performed, function held)*

The PKD (Polish Classification of Activities) symbol and a description of a subclass of activity of an entity entrusting work to a foreigner or

the user employer, related to the performance of work by a foreigner (*tick the appropriate box depending on whether the application is submitted by an entity acting as a temporary employment agency or an entity which does not act in such a capacity*)

………………………………………………………………………………………………………………………………………….…

Proposed amount of a monthly gross remuneration or the gross hourly rate *(if the* remuneration *is determined by the hourly rate, the monthly* remuneration *should also be given; if the* remuneration *is to be paid in foreign currency, its equivalent in PLN should be provided* …………………………………………………………………………………………………………………………….………………

(in words: .....................................................................................................................................................................................................)

Working time (full time) *(specify in case of an employment contract) / number of working hours per week or month (specify in case of a civil law contract*…………………………………….............................................................................................….…

Place of work (provide address including poviat and commune) …..................................................................................................................................................................................................................

Legal basis for performing work by a foreigner

.....................................................................................................................................................................................................................

*(type of legal relationship that the entity entrusting work to a foreigner intends to establish with the foreigner)*

**3**. A foreigner performs work

for and on behalf of ...............................................................................................................................................................................................

………………………………………………………………………………………………………………………………….…………

*(name, registered office of the entity accepting the delegated foreigner /  
name, address of the employer user- if the foreigner is not delegated or is not addressed to the employer user - enter "not applicable"*

**4**. I declare that the information provided in the application dated ………….....................................................................................................…

have not changed / have changed to the following extent: *(tick the appropriate box)*

............................................................................................................................................................................................................................................................................................................................................................................................................................................

......................................................................................................................................................................................................................

**5. Annexes** *(enter annexes attached to the application)*

...................................................................................................................................................................................................................... ……………………………………………………………………………………………………………………………………………..

...................................................................................................................................................................................................................... ……………………………………………………………………………….…………………………………………………………….

...................................................................................................................................................................................................................... .…………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………..

**6. Information of the entity entrusting work to a foreigner**

**Entity entrusting work to a foreigner declares that :**

1) the amount of the foreigner's remuneration shall not be lower than that specified in the application and shall not be lower than the remuneration of employees performing comparable work or in comparable positions (applies to type A permit);

2) the amount of the foreigner's remuneration shall not be lower than that specified in the application and shall not be lower by more than 30% than the amount of the average monthly remuneration in a voivodship, announced by the President of the Central Statistical Office pursuant to article 30 paragraph 2 of the Act of October 26, 1995 on certain forms of housing promotion (Journal of Laws from 2017 item 79 with further amendments) and the performance of work by a foreigner will be in accordance with the terms and conditions of art. 4 paragraph 1 and paragraph 2 (1), (2) and (4-8) and art. 5 of the Act of 10 June 2016 on posting of workers in the framework of providing services (Journal of Laws item 868)(concerns a type C, D or E permits);

3) to my knowledge a foreigner, who has applied, was / was not punished for committing an act under art. 270-275 of the Act of 6 June 1997. – Criminal Code (Journal of Laws from 2017 item 2204) in connection with proceedings on granting work permit *(tick the appropriate box)*;

4) the data provided in the application and the documents attached to it are up to date on the date of application.

.…................................. ................................... ….......................................................

City, date Name and surname signature of an entity entrusting

work to a foreigner

**Instruction**

1. The application also applies to entities acting as temporary employment agencies, which will entrust the performance of work to a foreigner as a temporary employee.
2. The application does not apply to entities which will entrust the performance of work to a foreigner within the scope of activities specified in the provisions issued on the basis of Art. 90 paragraph 9 of the Act of 20 April 2004 on employment promotion and labour market institutions (Journal of Laws from 2017 item 1065 with further amendments) (seasonal work), regardless of whether or not they act as temporary employment agencies.
3. The application must be submitted to the locally competent provincial voivode in accordance with article 88b of the Act of 20 April 2004 on employment promotion and labour market institutions.

4) The application for extension of a work permit must be submitted not earlier than 90 days and not later than 30 days before the expiry of the permit (art. 88 paragraph 1a of the Act of 20 April 2004 on employment promotion and labour market institutions).

5) Prior to filling the application familiarise yourself with the particular points of the application carefully.

6) All points of the application must be completed. If the point of the application does not apply to an entity entrusting work to a foreigner or a foreigner, write "NOT APPLICABLE".

7) The application must be completed legibly, in Polish.