signature and date of application

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

 **APPLICATION**

**FOR GRANTING A WORK PERMIT FOR A FOREIGNER IN THE TERRITORY OF THE REPUBLIC OF POLAND**

**Type of permit** *(tick as appropriate):*

A - applies to a foreigner performing work in the territory of the Republic of Poland on the basis of a contract with an entity whose registered office or place of residence or a branch, plant or other form of organised activity is located in the territory of the Republic of Poland

B - applies to a foreigner performing work consisting in performing a function in the management board of a legal person entered in the register of entrepreneurs or being a capital company in organizing or conducting affairs of a limited partnership or a limited joint-stock partnership as a general partner, or in connection with granting him/her a power of attorney for a period exceeding 6 months in total during the following 12 months

C - applies to a foreigner who performs work for a foreign employer and is delegated on the territory of the Republic of Poland for a period exceeding 30 days in a calendar year to a branch or plant of the foreign entity or an affiliated entity, within the meaning of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws from 2016 item 2032, with further amendments), with a foreign employer.

D - applies to a foreigner who performs work for a foreign employer without a branch, plant or other form of organized activity in the territory of the Republic of Poland and is delegated to the territory of the Republic of Poland for the purpose of providing temporary and occasional services (export service).

E - applies a foreigner who performs work for a foreign employer and is delegated to the territory of the Republic of Poland for a period exceeding 30 days in the following 6 months for a purpose other than that indicated in type B, C, D permits.

**1. Information on the entity entrusting work to a foreigner**

1.1. Name/first name or names and surname ............................................................................................................................................................................................................................................................................................................................................................................................................................................

1.2. Address of the registered office/address of residence *(including country)*

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1.2.1. Correspondence address on the territory of Republic of Poland (*complete, to be completed if different from the address of the registered office/place of residence)*

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

1.3. Registry name and number under which the entity entrusting work to a foreigner is registered *(in case of economic operators)* /name, series, number, date of issue and validity of the identity document and the name of the authority which issued the document *(in case of natural persons not engaged in economic activity)*  *…………..*.........................................................................

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1.4. Other forms of identification of an entity entrusting work to a foreigner:

1.4.1.NIP number..........................................................................................................................................................................................

1.4.2.PESEL number.....................................................................................................................................................................................

(*concerns natural persons, if assigned)*

1.4.3.REGON number..................................................................................................................................................................................

1.4.4. Number of entry in the register of entities conducting employment agencies (KRAZ)

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

*(applies to the employment agency when the application concerns the work of a foreigner as a temporary employee)*

1.4.5. the legal form of business activity………………………………………………………………….………...

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

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1.4.7.Number of persons performing work for an entity which entrusts work to a foreigner *(overall)* ……...…………including the number of persons employed *(under an employment contract)* by this entity…………………..……….…………

1.4.8. Tel./fax/e-mail .................................................................................................................................................................................

1.5. Details of the person authorised to represent the foreign employer in the field referred to in article 88c paragraph 6(3) of the Act from 20 April 2004 about employment promotion and labour market institutions (Journal of Laws from 2017 item 1065, with further amendments), hereinafter referred to as the "act";”, *(concerns type C, D, E permits):*

1.5.1. Name and surname..................................................................................................................................................................................

1.5.2. Nationality ....................................................................................................................................................................................

1.5.3. Passport / ID card (delete as appropriate):

1.5.3.1. Series and number ..................................................................................................................................................................................

1.5.3.2. Issuing authority .............................................................................................................................................................................

1.5.3.3. Date of issue .................................................................................................................................................................................

1.5.3.4. Expiry date ................................................................................................................................................................................

1.5.4. Tel./faks/e-mail ……………………………………………….........................................................................................................

Address in the territory of the Republic of Poland..................................................................................................................................

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

1**.**6**.** Information concerning the entity to which the foreigner is delegated on the territory of the Republic of Poland, or an entity which is a user employer in the case of applying for a work permit by a temporary employment agency

1.6.1. Name/first name or names and surname …………………………………………….………………………………………………………………………….…………………

1.6.2. Address of the registered office/place of residence in the territory of the Republic of Poland

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

1.6.4. Registry name and number under which the entity entrusting work to a foreigner is registered/name, series, number, date of issue and validity of the identity document and the name of the authority which issued the document ……..................................................................................................................................................

1.6.5. Other forms of identification of an entity:

1.6.5.1. NIP number......................................................................................................................................................................................

1.6.5.2 PESEL number (concerns natural persons, if assigned)...............................................................................................................

1.6.5.3. REGON number...............................................................................................................................................................................

1.6.5.4. The legal form of business activity………………………………………..…………………….…………...

1.6.5.5.Tel./fax/e-mail …...........................................................................................................................................................................

**2. Information concerning the foreigner**

2.1. Personal data"

2.1.1. First name/names .......................................................................................................................................................................................

2.1.2. Surname ...........................................................................................................................................................................................

2.1.3. Gender: female / male *(tick the appropriate box)*

2.1.4. Date of birth ..................................................................................................................................................................................

2.1.5. citizenship ...................................................................................................................................................................................

2.1.6. Travel document:

2.1.6.1. Series and number ..................................................................................................................................................................................

2.1.6.2. Date of issue .................................................................................................................................................................................

2.1.6.3. Expiry date …………………………………………................................................................................................................

**3. Information on the work to be entrusted to a foreigner**

3.1. Station/type of work ....................................................................................................................................................................................................................

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

*…………………………………………………………………………………* .....................................................................................................

3.3. Legal basis for performing work by a foreigner

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

3.4. 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)*………………………………………………………………………………………………………………………………………………..……

3.5. Proposed amount of a monthly gross salary 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: ....................................................................................................................................................................................................)

3.6. Scope of basic duties at the workplace

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3.7. Period for which the entity entrusting the performance of work to a foreigner will entrust the performance of work to a foreigner

from |\_\_\_|\_\_\_|\_\_\_|\_\_\_| - |\_\_\_|\_\_\_| - |\_\_\_|\_\_\_| to |\_\_\_|\_\_\_|\_\_\_|\_\_\_| - |\_\_\_|\_\_\_| - |\_\_\_|\_\_\_|

 year month day year month day

**4.Annexes** *(enter annexes attached to the application)*:

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**5. Statement of the entity entrusting work to a foreigner:**

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

1) the amount of the foreigner's salary shall not be lower than that specified in the application and shall not be lower than the salary 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. 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 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.

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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 (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 88 of the act.

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

5) 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".

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