

HOR Circular No: 01/2018  
House of Representatives  
Parliament of Malta  
Freedom Square  
Valletta – VLT 1111  
14 June 2018

SUMMER WORK PLACEMENTS IN THE PARLIAMENTARY SERVICE IN THE FIELDS OF  
INFORMATION TECHNOLOGY, AUDIO-VISUAL SERVICES AND DESIGN

1. The Parliamentary Service is organising a summer work placement scheme for students who have completed their second year of studies at post-Secondary or Tertiary level in the fields of Information Technology, Audio-Visual Services and Design.
2. Students who are interested in this scheme should send an application clearly indicating their area of interest.
3. Students who are selected for a work placement under this scheme may be assigned duties relevant to their academic studies and experience. Students will be regarded as employees of the Parliamentary Service for the duration of the placement.
4. It is envisaged that work placements run for an eight-week period which may take place in the period from 9 July to 16 September 2018. These dates may be varied according to the exigencies of the Parliamentary Service and of the students taking part in the placement scheme.
5. It is envisaged that students work a 30-hour week, in line with the summer work schedule in the Parliamentary Service. Students who are awarded placements under this scheme will be paid at an hourly rate of €6.33. They will also be entitled to, on a pro rata basis, a bonus and income supplement, leave and sick leave, and they will be subject to a national insurance contribution of ten per cent.
6. Students who are interested in a summer work placement with the Parliamentary Service under this scheme should apply by not later than noon of 27 June 2018. Applications should be made by means of the attached form and should include an official statement of academic results obtained to date in the applicant's degree programme as well as a police conduct certificate.
7. The attached application form may be submitted by hand, by post to the address shown above, or by e-mail to [registry@parlament.mt](mailto:registry@parlament.mt). It is acceptable to submit scanned documents by e-mail.
8. Applicants should be fluent in both the Maltese and English language, and will be interviewed to determine their suitability for a placement with the Parliamentary Service.

Raymond Scicluna  
Clerk of the House

SUMMER WORK PLACEMENTS IN THE PARLIAMENTARY SERVICE IN THE FIELDS OF  
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Applicant's Name and Surname: .....

Home Address: .....

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Date of Birth: ..... ID Number: .....

Home Telephone: ..... Mobile: .....

Email Address: .....

Programme being followed: .....

Year of studies: .....

Institution: .....

Areas of interest: .....

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Signature: .....

Date: .....

This form, duly completed, should be accompanied by an official statement of the academic results obtained to date in the applicant's programme of studies. It should be submitted to [registry@parlament.mt](mailto:registry@parlament.mt) by not later than noon of 27 June 2018.

*Personal data provided on this form is protected by the provisions of the Data Protection Act and will be used solely for the purposes of the Parliamentary Service summer work placement scheme.*