

VERIFICATION FOR SPAIN-BASED EMPLOYERS

I. Documentary Requirements for Verification

If Employer is an Individual and Hiring a Household Service Worker*:

1. Contrato de Trabajo – 1 original and 1 photocopy
2. Declaracion Jurada – 1 original and 1 photocopy
3. POEA Standard Employment Contract or Additional Clauses – 1 original and 1 photocopy
4. Salida/Resolucion – 1 original and 1 photocopy
5. Employee's Philippine passport** – 2 photocopies of data page only
6. Employer's DNI or data page of passport – 2 photocopies
7. Family member/s DNI – 2 photocopies
8. Employment contract of family member (if same Employer with Employee) – 2 photocopies
9. Declaration by family member of affinity, how employment was sourced, and request for exemption from ban/minimum age – 2 copies

*Should be 23 years old and above.

**Should be valid for at least 6 months.

If Employer is a Company/Business Establishment and Hiring Only One Filipino Worker:

1. Contrato de Trabajo – 1 original and 1 photocopy
2. Declaracion Jurada – 1 original and 1 photocopy
3. POEA Standard Employment Contract or Additional Clauses – 1 original and 1 photocopy
4. Salida/Resolucion – 1 original and 1 photocopy
5. Employee's Philippine passport* – 2 photocopies of data page only
*Should be valid for at least 6 months
6. Copy of NIF – 2 photocopies
7. Copy of DNI or data page of passport of employer or representative who signed the employment contract – 2 photocopies

Note: The DOLE/POEA are currently strictly implementing the ban on direct hiring of Filipino workers. However, POLO-Madrid may endorse employment documents to DOLE/POEA for grant of exemption from ban but, subject to their approval/clearance.

II. Verification Fees

For Individual employers:

Verification fee is €18.00 (€9.00 each for employment contract and Salida)

For Company/Business Establishment:

Verification fee is €27.00 (€9.00 each for employment contract, Salida, and business license)

For inquiries, please call tel. nos. 917818626 / 915776755 or email polo2013.spain@gmail.com

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