



e-form

## Vacancy Profile Form



*\* indicates mandatory field*

**For Office Use Only: Req. No.: \_\_\_\_\_ Date: \_\_\_\_\_**

### Company Details

Company Name\*

Address\*

Contact Person\*

Contact Email Address (for applications)\*

Telephone/s\*

Mobile

Vat Number\*

PE Number

### Vacancy Details

Occupation Title\*

Experience required? (no of months)\*

Job Location (if different to address above)

### To be completed by private recruitment agencies only

Name of firm/s being represented<sup>1</sup>

Vat Number

PE Number

<sup>1</sup>Kindly note that this information is required for internal use only and will not be published or passed on to 3rd parties.

**Number of Persons Required:**

Number of positions\* of which have been previously published<sup>2</sup>

**Description of Duties<sup>3</sup> (List the main tasks to be performed by the Employee)\*****Job Nature:\***

Contract  
(Definite)

Permanent (Indefinite)

If contract indicate duration in months

**Job Type:\***

Full Time

Part Time

Casual

Summer Work

Full Time Reduced Hours

Kindly indicate hours per week

<sup>2</sup>Identify, if any, how many of these were already specified in previous vacancies within the last quarter.

<sup>3</sup>A more detailed description may be uploaded to this vacancy form (ideally in Word format) at the end of this form.

**Job Schedule:\***

Full Day

Half Day

Shift

Flexible Hours

Telework

Other<sup>4</sup>

% of Time one can work remotely

**Salary: Gross Salary range (€)\***

from:

to:

per:

**Mode of Application:\***

Email

Telephone

Post

Personalised Recruitment Service<sup>5</sup>

Would you like EURES Malta to provide additional promotion of your vacancy within the EU?

Yes

No

**Education and Language Profile****Languages:***Specify level for each (Excellent = E; Good = G; Low = L; none = n/a) e.g. Read E , Write L*

Language	Read	Write	Speak	Understand	Mandatory
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Language	Read	Write	Speak	Understand	Mandatory
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*Should you require additional languages, kindly include a separate note.***Qualification Type:**

Kindly specify educational qualifications (certificates required) and if possible the ISCED level (between 1 to 8).

**Subject Required****Level****Subject Required****Level****Subject Required****Level**<sup>4</sup>Any other job schedules.<sup>5</sup>A service offered by Jobsplus which includes receipt and filtering of applications. More information:22201668/9.

**Competencies (specify at least 5):**

(Kindly include at least 5 competences. You can refer to our occupation and competency compendium for assistance. Compendium can be downloaded from:

<https://jobsplus.gov.mt/resources/fileprovider.aspx?fileId=1761>)

**Mandatory Competences\*****Other Competences****Driving Licences (refer to TM list here)**

A (Motorcycle)

B (Car)

C (Truck)

D (Bus / Coach)

D1 (Minivan)

Other Specific Licence:

I declare that the above information is correct and that I have the authority on behalf of the company/employer mentioned above to submit the vacancy form.

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Signature<sup>6</sup>

ID Card Number

Name &amp; Surname

**<sup>6</sup>Kindly note that the signature is not required if you intend to submit this form electronically.**

**If you have any queries, kindly contact the Recruitment Services Unit: Email: [vacancy.jobsplus@gov.mt](mailto:vacancy.jobsplus@gov.mt) Tel: 2220 1668/9**

*When advertising or offering employment or when advertising opportunities for employment or when selecting applicants for employment one should abide by the "Protection against Discrimination related to Employment" (EIRA Chapter 452 Section 26).*

*Kindly note that data is collected and held by Jobsplus and/or transferred to third parties in order to fulfil the function of Jobsplus according to law and in line with the provisions of the data Protection Act.*