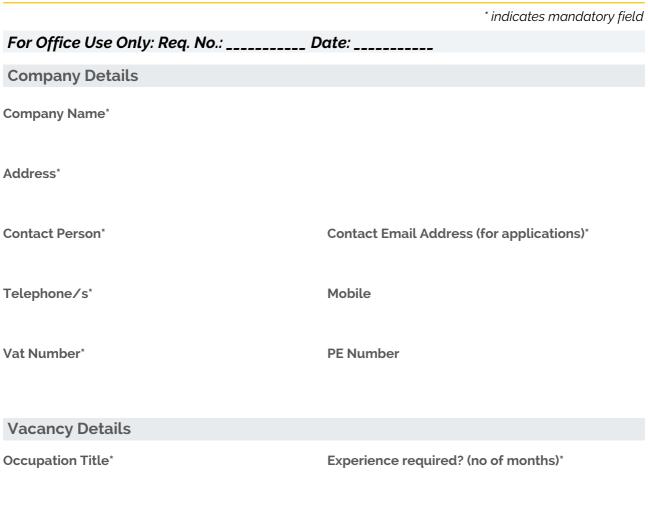




## e-form

## **Vacancy Profile Form**



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Kindly note that this information is required for internal use only and will not be published or passed on to 3rd parties.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 Hc	ours Te	lework	
Other <sup>4</sup>						
% of Time one can worl	< remotely					
Salary: Gross Salary ra	nge (€)*					
from:	to:		per:			
Mode of Application:* Email	Telephone	Post	Personali	sed Recruitme	nt Service⁵	
Would you like EURES Malta to provide additional promotion of your vacancy within the EU? Yes No						
Education and Lar	nguage Profile					
Languages: Specify level for each (E	xcellent = F <sup>,</sup> Good =	: G' l ow = l ' none =	n∕a)ea Read	F Write I		
Language	Read	Write	Speak	Understand	Mandatory	
Language	Read	Write	Speak	Understand	Mandatory	
Should you require additional languages, kindly include a separate note.						
Qualification Type: Kindly specify education 1 to 8).	onal qualifications (	certificates require	d) and if possil	ole the ISCED l	evel (between	
Subject Required		Level				
Subject Required		Lev	el			
Subject Required		Lev	el			

<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.

<b>Driving Licences (refe</b>	er 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.

Signature<sup>6</sup>

ID Card Number

Name & 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 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.