



e-form

Vacancy Profile Form for Employment Agencies



For Office Use Only: Req. No.: _____ Date: _____

Company Details

Company Name

Address

Contact Person

E-mail address

Telephone/s

Mobile

Function of Firm

Vat Number

PE Number

Name of Firm/s being represented ¹

Vat Number

PE Number

¹ Kindly note that this information is required for internal use only and will not be published or passed on to 3rd parties.

Vacancy Details

Occupation Title

Experience required? (no of months)

Description of Duties ²

² A more detailed description may be attached to this vacancy form (ideally in Word format).

Number of Persons Required:

New positions ³ of which have been previously published ⁴

Replacement positions ⁵ of which have been previously published

Job Nature:

Contract Permanent

Start Date**End Date****Job Type:**

Full Time Part Time Casual
Reduced Hours Summer Work

If you selected Part-Time/Casual/Reduced, kindly indicate hours per week:

Job Schedule:

Full Day Half Day Shift
Flexible Hours Other ⁶

**Annual Gross Salary
ranges from €**

to €

Mode of Application:

Email / Post CV Telephone

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

Yes No

³ New position within the company.

⁴ Identify, if any, how many of these were already specified in previous vacancies within the last quarter.

⁵ Replacing previous employee/s.

⁶ Other family friendly measures such as job sharing.

Other Conditions

May Work Abroad	Yes	No
Transport Provided	Yes	No
May Provide Training	Yes	No
Premises are accessible	Yes	No

Education and Language Profile

Languages:

Language	Read	Write	Speak	Understand
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*Specify level for each (Excellent = E; Good = G; Low = L; none = n/a) e.g. Read E, Write L
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/s Required	Level
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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

Basic Skills

Arithmetic Functions

Count Money

Internet

Numerate

Basic Computer Skills

E-mail

Literate

Job Skills

Carry Heavy Objects

Involves Manual Labour

Involves Outdoor Work

Use Own Transport

Work Under Pressure

Personal Skills

Communication Skills:

Listening Skills

Verbal Skills

Presentation Skills

Written Skills

Interpersonal Skills:

Managing / Supervisory skills

Negotiating

Managing Conflict

Persuasive and Influential

Other Skills:

Creativity

Customer Oriented

Problem Solving / Decision Making Skills

Smart Personality

Time Management / Punctuality

Well Groomed

Social Skills:

Adaptable & Flexible

Team Work

Sociable

Work Ethic

Driving Licences

A (Motorcycle)

B (Car)

C (Truck)

D (Bus / Coach)

D1 (Minivan)

Ličenzji oħra:

Accommodation provided?

Yes

No

Yes

No

Relocation expenses covered?

Yes

No

Travel expenses covered?

Yes

No

I declare that the above information is correct.

Signature*

ID Card Number

Designation

***Kindly note that the signature is not required if you intend to submit this form electronically, however you must attach a copy of your ID card from both sides by using the Document Uploader below.**

I confirm that I have uploaded a copy of my ID Card from both sides.

If you have any queries, kindly contact the Recruitment Services Unit: Email: vacancy.jobsplus@gov.mt Tel: 22201 223/207

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.

SUBSIDIARY LEGISLATION of the EMPLOYMENT AGENCIES REGULATIONS hereunder (Section 11 d)May we remind you of what is stated under the SUBSIDIARY LEGISLATION of Chapter 343.24, EMPLOYMENT AGENCIES REGULATIONS Section 11 d.d) The licensee or the person mentioned in regulation 3(1)(b), as the case may be, or in the absence of the licensee or the person mentioned in regulation 3(1)(b), the competent person shall keep records showing names, address, a legally valid identification document number, qualifications and job experience of applicants for employment and records showing the name, address, Value Added Tax registration number and Income Tax registration number of the users of employment services. Such records shall be retained for periods of at least two years and they shall be subject to inspection at any time by inspectors appointed under the Act.

The licensee shall ensure that the particulars including name, address and a legally valid identification document number of persons employed through the employment agency as well as the name, address, Value Added Tax registration number and Income Tax registration number of the employer with whom such persons have been employed, are submitted to Jobsplus not later than four weeks from the date on which such employment has been effected.

The above mentioned information is to be sent to:

joseph-lawrence.attard@gov.mt