



VACANCY PROFILE FORM

Email: vacancy.jobsplus@gov.mt

Tel: 22201 223 / 207

Req. No.: _____

Date: _____

Company Details

Name of Firm _____
Address _____
Contact Person _____ E-mail address _____
Telephone/s _____ Mobile _____ Fax _____
Function of Firm _____
VAT number _____ PE Number _____

Vacancy Details

Vacancy Title _____ Experience required? _____ months

Description of Duties¹ _____

Show on Jobsplus Website/Centres? Yes No (If not, why?) _____

Actively promote within EU?² Yes No

Number of Persons Required:

New positions³ _____ of which _____ have been previously published⁴

Replacement positions⁵ _____ of which _____ have been previously published

Job Nature: Contract Permanent Temporary Not Specified

Job Type: Full Time Part Time Casual Reduced Hours Summer Work

Job Schedule: Full Day Half Day Shift Night Day in Day out

Out Work Telework Job Sharing Flexible Hours Not specified

Mode of Application: Email / Post CV Telephone Hand in Application

Email CV Post CV & Hand Written letter

Personalised Recruitment Service⁶ Other _____

Education and Language Profile

Languages:

Language _____ Read _____ Write _____ Speak _____ Understand _____

Language _____ Read _____ Write _____ Speak _____ Understand _____

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.

¹ A more detailed description may be attached to this vacancy form (ideally in Word format).

² All Jobsplus vacancies are automatically uploaded onto the EURES portal, you can tick here if you wish for EURES Malta to further promote your vacancies within the EU.

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 A service offered by Jobsplus which includes receipt and filtering of applications. More information: 22201223/207

Qualification Type:

Match by (*select 1*): Academic Area of Study⁷ Area of Specialisation⁸ Specific Educational Qualification⁹

Specify areas and level here: _____

Or, specify the Educational Qualifications (certificates required) here:

Subject/s Required	Level ¹⁰
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Alternatively you can opt to specify the overall minimum ISCED level here (Levels 1 to 8): _____

Competencies (specify at least 2):

(You can free text competencies, or else select and include a competency reference number available in the attached occupation and competency compendium)

Basic Skills:

- Arithmetic Functions
- Basic Computer Skills
- Count Money
- E-mail
- Internet
- Literate
- Numerate

Job Skills:

- Carry Heavy Objects
- Involves Manual Labour
- Involves Outdoor Work
- Use Own Transport
- Work Under Pressure

Personal Skills:

- Communication Skills:** Listening Skills Presentation Skills Verbal Skills Written Skills
- Interpersonal Skills:** Managing / Supervisory skills Managing Conflict
- Negotiating Persuasive and Influential

⁷ The overarching category of academic study such as Building and Construction, Hospitality, Languages etc...
⁸ Particular areas of specialization and relevant key words such as 'Fashion; design; dressmaking'; 'installations; electrical; building'; 'hospitality; management; tourism'
⁹ The actual qualification obtained by the person such as O-Level in..., Diploma in..., M.SC in..., B.A. hons in.....
¹⁰ Knowledgeable; competent; foundation course; O-Level; Intermediate; A-Level; Diploma – 1st diploma, OTD, Technical Diploma, ATD, Generic, National, HND, HTD, IB Diploma, specialized Certification, specialized Diploma); Graduate (1st degree, post grad diploma, post grad certificate, masters, doctoral).

Other Skills: Creativity Smart Personality
 Customer Oriented Time Management / Punctuality
 Problem Solving / Decision Making Skills Well Groomed
Social Skills: Adaptable & Flexible Sociable
 Team Work Work Ethic

Driving Licences:

A (Motorcycle) B (Car) C (Truck) D (Bus / Coach) D1 (Minivan)
 Other specific licence _____

Other Conditions

Start of Contract _____ End of Contract _____
 Salary from _____ to _____ Currency _____
 Salary specified schedule: Day Hour Month Week Year (annually)
 Salary tax specified: Gross Net
 Weekly Working Hours _____ Working Days _____
 Shift _____
 May Work Abroad Yes _____ No _____
 Transport Provided Yes _____ No _____
 May Provide Training Yes _____ No _____

For Maltese employers interested in recruiting employees from within the EU

How will the interviews be conducted? (e.g. phone interview?) _____
 Travel expenses covered? Yes _____ No _____
 Relocation expenses covered? Yes _____ No _____
 Collection of employees from the airport? Yes _____ No _____
 Accommodation provided? Yes _____ No _____
 If not, will the company assist in finding suitable housing? Yes _____ No _____
 Meals covered? Yes _____ No _____

I declare that the above information is correct.

Signature _____ ID Card Number _____ Designation _____

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 451 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.