



# VACANCY PROFILE FORM FOR EMPLOYMENT AGENCIES

Email: [vacancy.jobsplus@gov.mt](mailto: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 \_\_\_\_\_

Name of Firm/s being represented<sup>1</sup> \_\_\_\_\_

VAT No. \_\_\_\_\_ PE Number \_\_\_\_\_

## Vacancy Details

Vacancy Title \_\_\_\_\_ Experience required? \_\_\_\_\_ months

Description of Duties<sup>2</sup> \_\_\_\_\_

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

Actively promote within EU?<sup>3</sup> Yes  No

### Number of Persons Required:

New positions<sup>4</sup> \_\_\_\_\_ of which \_\_\_\_\_ have been previously published<sup>5</sup>

Replacement positions<sup>6</sup> \_\_\_\_\_ 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

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 Kindly note that this information is required for internal use only and will not be published or passed on to 3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

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

<sup>3</sup> 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.

<sup>4</sup> New position within the company.

<sup>5</sup> Identify, if any, how many of these were already specified in previous vacancies within the last quarter.

<sup>6</sup> Replacing previous employee/s.

**Mode of Application:** Email / Post CV  Telephone  Hand in Application   
 Email CV  Post CV & Hand Written letter   
 Personalised Recruitment Service<sup>7</sup>  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.

**Qualification Type:**

Match by (*select 1*): Academic Area of Study<sup>8</sup>  Area of Specialisation<sup>9</sup>  Specific Educational Qualification<sup>10</sup>

Specify areas and level here: \_\_\_\_\_  
 \_\_\_\_\_

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

Subject/s Required	Level <sup>11</sup>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>7</sup> A service offered by Jobsplus which includes receipt and filtering of applications. More information: 22201223/207

<sup>8</sup> The overarching category of academic study such as Building and Construction, Hospitality, Languages etc...

<sup>9</sup> Particular areas of specialization and relevant key words such as 'Fashion; design; dressmaking'; 'installations; electrical; building'; 'hospitality; management; tourism'

<sup>10</sup> The actual qualification obtained by the person such as O-Level in..., Diploma in ..., M.SC in..., B.A. hons in.....

<sup>11</sup> Knowledgeable; competent; foundation course; O-Level; Intermediate; A-Level; Diploma – 1<sup>st</sup> diploma, OTD, Technical Diploma, ATD, Generic, National, HND, HTD, IB Diploma, specialized Certification, specialized Diploma); Graduate (1<sup>st</sup> degree, post grad diploma, post grad certificate, masters, doctoral).

**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

**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.*

**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 the Employment and Training Corporation not later than four weeks from the date on which such employment has been effected.***

The above mentioned information is to be sent to:

[employersdirect.jobsplus@gov.mt](mailto:employersdirect.jobsplus@gov.mt)