VACANCY PROFILE FORM FOR EMPLOYMENT AGENCIES

Email: vacancy.jobsplus@gov.mt

Tel: *22201 223 / 207*

Req. No.: _____

Date: _____

Company Details

Name of Company _____

Address _____

Contact Person _____ E-mail address _____

Telephone/s _____ Mobile _____

Function of Firm _____

VAT number _____ PE Number _____

Name of Firm/s being represented[1] _____

_____

VAT No. _____ **PE Number** _____

Vacancy Details

Occupation Title _____ Experience required? _____months

Description of Duties[2] _____

_____

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_____ and 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:_____hrs

Job Schedule: Full Day ☐ Half Day ☐ Shift ☐ Flexible Hours ☐ Other[6] _____

Salary: Annual Gross Salary ranges from €_____to €_____

Mode of Application: Email/Post CV ☐ Telephone ☐ Personalised Recruitment Service[7] ☐

Would you like EURES Malta to provide additional promotion of your vacancy within the EU? Yes ☐ No ☐

_____

[1] [1] Kindly note that this information is required for internal use only and will not be published or passed on to 3rd parties.
[2] A more detailed description may be attached to this vacancy form (ideally in Word format).
[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] Family friendly measures such as job sharing
[7] A service offered by Jobsplus which includes receipt and filtering of applications. More information: 22201223/207

Other Conditions

1. May work Abroad Yes_____ No_____
2. Transport Provided Yes_____ No_____
3. May Provide Training Yes_____ No_____
4. 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 (between1 to 8)

Subject/s Required	Level

Competencies (specify at least 2):

Competencies (Kindly include at least 2 mandatory 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 Competencies

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 _____

Assistance Provided for EU national applicants

Travel expenses covered?	Yes	_____	No	_____
Relocation expenses covered?	Yes	_____	No	_____
Accommodation provided?	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. 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