



SUMMER JOB 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 _____

Number of Persons Required:

New positions² _____ of which _____ have been previously published³

Replacement positions⁴ _____ of which _____ have been previously published

Job Nature: Contract Permanent Temporary Not Specified

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 Service⁵ 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 New position within the company.

³ Identify, if any, how many of these were already specified in previous vacancies within the last quarter.

⁴ Replacing previous employee/s.

⁵ 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 Study⁶ Area of Specialisation⁷ Specific Educational Qualification⁸
Specify areas and level here: _____

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

Subject/s Required	Level ⁹
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

⁶ The overarching category of academic study such as Building and Construction, Hospitality, Languages etc...

⁷ Particular areas of specialization and relevant key words such as 'Fashion; design; dressmaking'; 'installations; electrical; building'; 'hospitality; management; tourism'

⁸ The actual qualification obtained by the person such as O-Level in..., Diploma in..., M.SC in..., B.A. hons in.....

⁹ 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	<input type="checkbox"/>	Smart Personality	<input type="checkbox"/>
	Customer Oriented	<input type="checkbox"/>	Time Management / Punctuality	<input type="checkbox"/>
	Problem Solving / Decision Making Skills	<input type="checkbox"/>	Well Groomed	<input type="checkbox"/>
Social Skills:	Adaptable & Flexible	<input type="checkbox"/>	Sociable	<input type="checkbox"/>
	Team Work	<input type="checkbox"/>	Work Ethic	<input type="checkbox"/>

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	_____

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.