



VACANCY PROFILE FORM

Email: vacancy.jobsplus@gov.mt

Tel: 2220 1223/207

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 _____

Vacancy Details

Occupation 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 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: _____ hours.

Job Schedule: Full Day Half Day Shift Flexible Hours Other⁵: _____

Salary: Annual Gross Salary ranges from € _____ to € _____.

Mode of Application: Email /Post CV Telephone Personalised Recruitment Service⁶

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

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 _____

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 Other family friendly measures such as job sharing.

⁶ A service offered by Jobsplus which includes receipt and filtering of applications. More information:22201223/207.

Qualification Type:

Kindly specify educational qualifications (certificates required) and if possible the ISCED level (between 1 to 8).

Subject/s Required	Level

Competencies (specify at least 2):

(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 Competences

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.