**VACANCY REGISTRATION FORM**

**- fields marked with red asterisk is mandatory information -**

**1. EMPLOYER**

Company name:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Registration number:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacancy reference number on EURES/national public employment service portal:\* \_\_\_\_\_\_\_\_\_\_

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| |  |  |  |  | | --- | --- | --- | --- | | Kind of activity\*  (*mark the box*) | **A** | agriculture, hunting and forestry |  | | **B** | fishing |  | | **C** | mining and quarrying |  | | **D** | manufacturing |  | | **E** | electricity, gas and water supply |  | | **F** | construction |  | | **G** | wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods |  | | **H** | hotels and restaurants |  | | **I** | transportation, storage and telecommunication |  | | **J** | financial intermediation |  | | **K** | real estate, renting, computer services, science and other commercial services |  | | **L** | public administration and defence, compulsory social security |  | | **M** | education |  | | **N** | health and social work |  | | **O** | other community, social and personal services |  | | **P** | housekeeping |  | | **Q** | beyond territorial organizations and institutions |  | |

**2. VACANCY**

Job title\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short job description\*

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

Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education level (i.e. university degree, secondary school degree)\*

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

**REQUIRED SKILLS AND KNOWLEDGES**

Language skills

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understanding spoken written

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understanding spoken written

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understanding spoken written

*enter the desired level (A1, A2, B1,B2, C1, C2) in the box*

Computer skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licenses, certificates etc. (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver license (category):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other skills and knowledge (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE\***

(*fill the box*)

months not required

years without work experience

**3. KIND OF EMPLOYMENT\***

(*mark the box*)

permanent

temporary

seasonal work

other types of work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. WORKING CONDITIONS\***

(*mark the box*)

office work field work field work

**ACCOMMODATION\* TRAVEL EXPENSES**

provided by employer with or without charge not paid

employer provides assistance in finding accommodation partially paid

accommodation finding is obligation of the employee fully paid

*\*if accommodation is provided by employer and charged, please state monthly lease amount:*

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

**\*SALARY** or **EXPECTED RANGE OF SALARIES** or **USUAL SALARY IN STATED SECTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_** EUR (please state monthly gross or net amount)

**WORKING HOURS\***

full working hours

partial working hours (hours per week: \_\_\_\_\_\_\_)

**WORK IN SHIFTS**

morning afternoon split shift

night shift 2 shifts 3 shifts

work on weekends and holidays

|  |
| --- |
| **5. VACANCY DETAILS\*** |
|  |
| Date to be published \_\_\_\_\_\_\_\_\_\_\_\_\_  Last date for application \_\_\_\_\_\_\_\_\_\_\_\_ (initially not more than 30 days from publication) |
| Number of posts\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place of work\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **HOW TO APPLY\*** |
| personal contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(enter address) |
| by phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(enter telephone number) |
| by mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(enter address) |
| by e – mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(enter e-mail address) |

**OTHER REMARKS**:

**VACANCY TEXT** (can be delivered as an attachment):

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