



Employment Aid Programme

VACANCY PROFILE FORM

Date. : _____

A. Employer

1. Name of Employer _____

B. Vacancy Details

2. Position _____

3. Description of Duties _____

4. Number of Persons Required _____

5. Job Type: Full Time ☐ Part Time ☐ Shift ☐

6. Job Term: Indefinite Contract ☐ Definite Contract ☐

7. Start of Contract _____ 8. End of Contract _____

C. Other Conditions

9. Transport Provided Yes ☐ No ☐

10. Training may be provided Yes ☐ No ☐

D. Job Attributes

Customer oriented? Yes ☐ No ☐

Manual work? Yes ☐ No ☐

Job includes carrying? Yes ☐ No ☐

Involves teamwork? Yes ☐ No ☐

Work under pressure? Yes ☐ No ☐

Is experience necessary? Yes ☐ No ☐

If yes, how many months/years? _____

E. Qualifications

Subjects Required Level

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Kindly tick where applicable

Literate	<input type="checkbox"/>
Numerate	<input type="checkbox"/>
Read Instructions	<input type="checkbox"/>
Filing in Alphabetical order	<input type="checkbox"/>
Basic Arithmetic	<input type="checkbox"/>
Use a calculator	<input type="checkbox"/>
Measure with a ruler	<input type="checkbox"/>
Measure weights	<input type="checkbox"/>
Count money and give correct change	<input type="checkbox"/>
Basic management of finances	<input type="checkbox"/>

Computer Skills

Office	<input type="checkbox"/>	Email/Internet	<input type="checkbox"/>
Sage	<input type="checkbox"/>	Graphic Design	<input type="checkbox"/>
Programming	<input type="checkbox"/>	Web Design	<input type="checkbox"/>

Other Skills

Sales & Marketing Skills	<input type="checkbox"/>	Good Communication Skills	<input type="checkbox"/>
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Other Skills: _____

F. Other Attributes

Own Transport	<input type="checkbox"/>				
Driving Licence	<input type="checkbox"/>	A (Motor)	<input type="checkbox"/>	B (Car)	<input type="checkbox"/>
		B1 (Taxi, White Vans)	<input type="checkbox"/>	C (Truck)	<input type="checkbox"/>
		D (Minibus, Coach)	<input type="checkbox"/>	E (Trailer)	<input type="checkbox"/>

Other attributes _____

G. Method of Application

<u>Method of Application:</u>	Letter + CV	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Appointment by Employer	<input type="checkbox"/>
	Email CV	<input type="checkbox"/>	Hand in Application	<input type="checkbox"/>		

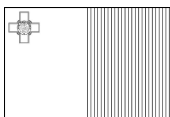
I declare that the above information is correct.

Signature _____

Designation _____

Important:

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).



Operational Programme II – Cohesion Policy 2007-2013
Empowering People for More Jobs and a Better Quality of Life
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