



Employment Licence Unit

Position Description

This document is to accompany the Application Form for an Employment Licence. Applicants are reminded that an Employment Licence is issued on the basis of the occupation and the candidate's suitability for the occupation. Jobsplus reserves the right to conduct inspections to verify the above. False information or deployment on different work will lead to the revocation of the Licence.

Job Title	<i>Indicate one designation</i>
Scope of position	<i>What is the main purpose of this job?</i>
Need for position	<i>Please explain why this position is necessary to your company. Any supporting evidence – eg. contracts, orders, bookings, etc. – should be attached.</i>
Essential duties	<i>What are the key duties that the employee will carry out? Please list in order of importance.</i> (1) (2) (3) (4) (5)
Minimum requirements	<i>What are the minimum qualifications and experience required by an employee to carry out this job? Please describe the knowledge, skills and experience required.</i> <i>Minimum education qualifications:</i> (1) (2) (3)



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Minimum Requirements (cont.)	<i>Experience Required:</i>
Working Conditions	<i>Please describe the key elements of the prospective employee's working conditions, including monthly wage, hours of work per week, and any other factors you may wish to mention.</i> <i>Gross monthly wage:</i> <i>Hours of work/week:</i> <i>Duration of contract:</i> <i>Other conditions:</i>
Efforts to locate EEA*/Swiss/Maltese candidates	<i>Please give an account of your efforts to locate suitable EEA/Swiss/Maltese candidates for this position, providing details of adverts placed, applications received and interviews held, where any. Please also indicate how you intend to train a EEA/Swiss/Maltese counterpart to fill this occupation in future.</i>
Other comments, if any	

Signed: _____

Date: _____

Name: _____

Position: _____