

## DECLARATION OF A VACANT POSITION

for the private sector



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### 1. Information

Fields marked with an \* are mandatory

#### Employer data

Employer \* :

Identification number \* :  |  |  |

Company website :

#### Name and contact details of the person responsible for following up on the submitted job offer

Name \* :

First name \* :

Position \* :

Address \* :

City \* :  Postcode \* :

Country \* :

Phone \* :  Fax :

Email \* :

Are you a recruitment representative ?  Yes  No


#### Job description

Job title \* :

Number of positions to be filled \* :  Reference number :

URL of the job description :

In order to complete the next 3 fields, please refer to the ADEM's new repository 'ROME' on the website <http://rome.adem.public.lu>.

ROME code :  

ROME designation:

Position description  
(see the corresponding ROME file,  
if required) :

Possible constraints related to the  
position, (e.g.: carrying heavy loads,  
no access to the facilities for persons  
with reduced mobility, a recent copy  
of the criminal record required...):

**Work experience related to the position :**

No experience required       Minimum years of experience :

Expected date of employment :       As soon as possible       From :

Employment contract \* :       Permanent       Independent  
 Fixed-term       Temporary       Seasonal  
Period :   weeks       month       years

For permanent employment contracts or fixed term employment contracts of at least 1 year, I accept to receive proposals from candidates eligible for the ADEM measures: CIE<sup>1</sup> (Employment reintegration contract) or CRE<sup>1</sup> (Employment reintegration contract).

Actual workplace \* :

Is the position a replacement for an employee on parental leave :       Yes       No

Working hours \* :       Full-time       Part-time      hours per week

Daily working hours :       morning       afternoon  
 evening       flexible

Work arrangement \* :       normal       shift       weekend  
 night       irregular       interruptions

Remarks :

(1) Measures subject to the agreement of the ADEM. For more information see :  
<http://www.adem.public.lu/fr/employeurs/demander-aides-financieres/index.html>

**Remuneration and benefits :**

Salary according to collective agreement :  Yes  No

Monthly gross starting salary (in EUR) : between  and

Hourly gross wage (in EUR) : between  and

Other benefits (car, meal vouchers, ...) :

**Profile of the job applicant**

**Required qualifications and trainings**

Diplomas

Trainings

Certifications

Other skills required (IT, ...) :

**Languages and skill levels required for the position :** (levels: A = basic user, B = independent user, C = proficient user)

Mandatory languages * :	Level		Level		Level
<input type="checkbox"/> Luxembourgish	<input type="text"/>	<input type="checkbox"/> German	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> French	<input type="text"/>	<input type="checkbox"/> English	<input type="text"/>	<input type="text"/>	<input type="text"/>

The applicant must also know one of the following languages :

or   or

The command of one of the following languages would be an advantage:

or   or

Remarks :

**Driving license :**     A : motorbike     B : car     BE<sup>1</sup>     C : truck     C1 : truck<7500kg     CE<sup>1</sup>     C1E<sup>1</sup>  
 D : bus     D1 : minibus     DE<sup>1</sup>     D1E<sup>1</sup>     F : tractor     ADR : hazardous transport

Personal vehicle required for the job :                       Yes                       No                      (1) E = trailer

### Contact employer - applicant

The applicant should request a meeting by phone at the following number :

The applicant is invited to appear on the  at  at the following address

The applicant is invited to send his/her application and CV to the person in charge of this job offer (cf. page 1)

Email                       Post                       Website

### Publication of the job offer

Your offer is published on ADEM's JobBoard platform, which also lets you search the profiles of candidates registered with ADEM directly. If you do not have an account yet, you can apply for one now by following the link: <https://adem.public.lu/en/support/jobboard-dmd-acces.html>

As for the modes of dissemination, you can choose between restricted and public dissemination:

Restricted dissemination (without publication of the company name and with filtering of applications by ADEM)

If you opt for restricted dissemination, your offer will only be published on the ADEM JobBoard. Neither the name nor the contact details of your company will be visible, and only candidates registered with ADEM will see the offer. They will be able to apply for your offer, but their application will have to be validated by an ADEM counsellor.

Public dissemination (with publication of your company name and without filtering of applications by ADEM)

If you opt for public dissemination, your offer as well as the name and contact details of your company will be published on the ADEM JobBoard, the EURES Portal and ADEM's partner sites. Candidates who are not registered with ADEM will have access to your offer and will be able to apply directly. ADEM will not screen applications. You should therefore expect to receive a large number of CVs, some of which may not correspond to the profile you are looking for. Please note that your job offer will be published on the EURES Portal and ADEM's partner websites seven days after its activation.

### Declaration concerning the foreign labour certificate

I intend to apply for a certificate, as provided for in Article L.622 4 of the Labour Code, in order to recruit a third country national (i.e. any person who is neither a resident of the European Union, nor of the Economic Area, nor of the Swiss Confederation, nor a British national who is a beneficiary of the withdrawal agreement).

Please note that this information does not constitute an application for a certificate, but is simply information for internal ADEM use.

### Remarks

### Please note

- As soon as your job offer is registered you will receive an acknowledgment of receipt as well as the contact details of the responsible ADEM employer counsellor by Email (please indicate your Email address in page 1). ADEM will send you notifications about suitable candidates (“Propositions de candidats”). The candidates will contact you by the means you have indicated above.
- Your job offer will be valid for two months, unless you instruct us otherwise.
- In case you would like to renew your job offer or if the position has already been filled, please let us know by Email ([employeur@adem.etat.lu](mailto:employeur@adem.etat.lu)) or contact your ADEM counsellor.

## 2. Supporting documents required

Where possible, please attach a job description

## 3. Notice regarding the processing of personal data

ADEM uses the personal data collected in this form to match job offers and applications, to advise employers in their recruitment process and to monitor the evolution of the job market. The processing of personal data is necessary for the performance of our tasks carried out in the public interest as defined in the Luxembourg Labour Code (Chapter VI).

ADEM will keep the data for the period necessary to fulfil the purposes set out above, in accordance with the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) as well as relevant national legislation. You can find further information, as well as the contact details of the Data Protection Officer (DPO) to enforce your rights under the GDPR, at <https://adem.public.lu/en/support/protection-des-donnees.html>.

## 4. Signature of the employer

### The signature below certifies the conformity of the provided documents

Established in \* :  on \* :

*(Employer signature (only required if the form is sent by fax or post))*

## 5. Sending

Please send the document to the following email address :

[employeur@adem.etat.lu](mailto:employeur@adem.etat.lu)

or by post at the following address :

**ADEM- Employer service**  
**P.O. Box 2208**  
**L-1022 Luxembourg**