

## DECLARATION OF A VACANT POSITION for the private sector



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### 1. Information

Fields marked with an \* are mandatory

#### Employer data


Employer*:	<input type="text"/>
Employer's identification number (matricule-employeur)*:	<input type="text"/>
Company website:	<input type="text"/>

#### Contact details of the person responsible for following up on the submitted job offer

Name*:	<input type="text"/>		
First name*:	<input type="text"/>		
Position*:	<input type="text"/>		
Address*:	<input type="text"/>		
City*:	<input type="text"/>	Postcode*:	<input type="text"/>
Country*:	<input type="text"/>		
Phone*:	<input type="text"/>	Fax:	<input type="text"/>
Email*:	<input type="text"/>		

Are you acting as an intermediary for the recruitment? ☐ Yes ☐ No

#### Job description

Job title*:	<input type="text"/>		
Number of positions to be filled*:	Reference number :	<input type="text"/>	
URL of the job description:	<input type="text"/>		
In order to complete the next 3 fields, please refer to ADEM's job repository 'ROME' on the website <a href="http://rome.adem.public.lu">http://rome.adem.public.lu</a> .			
ROME code:	<input type="text"/>		
ROME designation:	<input type="text"/>		

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:

<input type="text"/>	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	or	<input type="text"/>	<input type="text"/>
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The command of one of the following languages would be an advantage:

<input type="text"/>	<input type="text"/>	or	<input type="text"/>	<input type="text"/>	or	<input type="text"/>	<input type="text"/>
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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 job offer remains valid for two months. Should you desire a different duration of validity, please provide us with the end date:

If you wish to extend this offer or if the position is no longer available, please inform us via email ([employer@adem.etat.lu](mailto:employer@adem.etat.lu)) or contact your employer counsellor at ADEM.

Your offer is published on ADEM's JobBoard, which also allows you to directly search for candidates registered with ADEM.

You don't have access to the JobBoard yet? Simply request your login details using this link: <https://adem.public.lu/fr/support/jobboard-dmd-acces.html>

For the publication of your offer, you can choose between restricted dissemination and public dissemination:

- ☐ Restricted distribution (without publishing the company name and with prior application screening by ADEM)

If you choose restricted dissemination, your offer will be published only on ADEM's JobBoard.

Neither the name nor the contact information of your company will be visible, and only jobseekers registered with ADEM will see the advertisement.

The jobseekers will be able to apply to your job offer, but their application will need to be approved by an ADEM counsellor.

- ☐ Public distribution (with the publication of your company name and without prior application screening by ADEM)

If you choose the public dissemination, your job offer will be published with the name and contact details of your company on ADEM's JobBoard, and then, after a seven-day period, on the European EURES portal, the international talent recruitment site Work-in-Luxembourg.lu, as well as other partner sites.

ADEM will not conduct a pre-selection of applications and candidates who are not registered with ADEM will have access to your job offer and can apply directly.

### Declaration concerning the foreign labour certificate

- ☐ I hereby request a certificate as provided for in Article L.622-4 of the Labour Code, in order to hire a third-country national (i.e. neither a national of a European Union (EU) Member State, nor a national of a country considered equivalent to EU Member States – Iceland, Norway, Liechtenstein, Switzerland – nor a British national beneficiary of the withdrawal agreement).

Please note that the employer's email address provided in the "Person in charge" section, will be used for sending the acknowledgment of receipt for the aforementioned certificate request and for any other necessary communication during the processing of this request.

If the certificate request concerns a profession in which there is a strong labour shortage ([List of Occupations in Short Supply](#)), the employer is obligated to complete the fields "ROME Code" and "ROME Title" in the "Job Description" section.

## 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.

## 2. Supporting documents required

☐ If 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

Done at\*:  on\*:

(Employer signature)

## 5. Sending

Please send the document to the following email address :

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

or by post to the following address :

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