



Tél: +352 247-88000

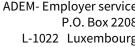
Email: employeur@adem.etat.lu

DECLARATION OF A VACANT POSITION for the private sector



The present document needs version 8.1.3 or higher of Adobe Acrobat® Reader®. The latest version of Adobe Acrobat Reader for all operating systems (Windows, Mac, etc.) can be downloaded free of charge on the download page of <u>Adobe Systems Incorporated</u>.

1. Information		Fields marked with an * are mandator			
Employer data					
Employer*:					
Employer's identification number (mat	ricule-employeur)*:				
Company website:					
Contact details of the person respons	sible for following up on the submitted jo	b offer			
Name*:					
First name*:					
Position*:					
Address*:					
City*:		Postcode*:			
Country*:					
Phone*:		Fax:			
Email*:					
Are you acting as an intermediary for the recruitment? 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 ADEM's job repository 'ROME' on the website http://rome.adem.public.lu.					
ROME code:	i				
ROME designation:					

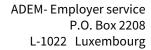


ADEM- Employer service P.O. Box 2208 L-1022 Luxembourg



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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 posi	tion:			
☐ 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: CIE¹ (Employment reintegration contract) or CRE¹ (Employment reintegration contract).			
Actual workplace*:				
Is the position a replacement for an er	mployee on parental leave :			
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				

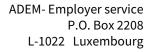


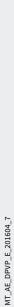


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Remuneration and benefits:					
Salary according to collective agreeme	ent: No				
Monthly gross starting salary (in EUR):	between and				
Hourly gross wage (in EUR):	between and				
Other benefits (car, meal vouchers,):					
Profile of the job applicant					
Required qualifications and training	s				
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*: Luxembourgish French	Level Level German English				
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:					



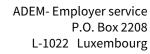




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Driving license:	A: motorbike	B: car	☐ BE¹☐ C: tr	ruck 🗌 C1:	truck<7500kg	\square CE ¹ \square C1E ¹
	D: bus	D1: minibus	DE 1 D1E	¹ F: tractor	ADR: haz	ardous transport
Personal vehicle re	quired for the job:		Yes	1	No	(1) E = trailer
Contact emplo	yer - applicant					
☐ The applicant s	hould request a meetin	g by phone at the	following numbe	er:		
☐ The applicant is	s invited to appear on th	ne		at at t	he following add	dress
The applicant i	s invited to send his/he	application and (CV to the person i	n charge of this	job offer (cf. pag	ge 1)
	☐ Email	Post	Websi	•		•
Publication of	the job offer					
Your job offer rem	ains valid for two mont	ns. Should you de	sire a different du	ıration of validit	y, please provid	e us with the end
If you wish to exte	nd this offer or if the po	sition is no longer	available, please	e inform us via e	mail (<u>employer(</u>	<u>adem.etat.lu</u>) or
contact your emp	loyer counsellor at ADEI	м.				
	shed on ADEM's JobBoa		•	•	_	
	cess to the JobBoard ye	t? Simply request	your login details	s using this link:	https://adem.p	<u>ublic.lu/fr/support/</u>
jobboard-dmd-acc	n of your offer, you can	choose hetween r	estricted dissemi	nation and nub	lic disseminatio	n·
•	oution (without publish			•		
	e restricted dissemination		•		• •	,
Neither the r	name nor the contact in					istered 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	on (with the publication	of your company	name and withou	ut prior applicat	ion screening b	y 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 no	ot conduct a pre-selection of the conduct a pre-selection of the conduct a poly direction of the conduct and can apply direction of the conduct and can apply direction of the conduct and can apply direction of the conduct apply direction of the con	on of applications			stered with ADE	M will have access
Declaration cor	ncerning the foreig	n labour certi	ficate			
national (i.e. ne	t a certificate as provide ither a national of a Eur J Member States – Icela eement).	opean Union (EU)	Member State, n	or a national of	a country consid	dered
acknowledgn processing of		orementioned certi	ficate request and	I for any other ne	cessary commur	nication during the
If the certificate request concerns a profession in which there is a strong labour shortage (<u>List of Occupations in Short Supply</u>) the employer is obligated to complete the fields "ROME Code" and "ROME Title" in the "Job Description" section.						





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DE L'EMPLOI				
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 pe	ersonal 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:	or by post to the following address:			

employeur@adem.etat.lu

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