

JOBCENTRE VACANCY ADVERTISING FORM. (Please complete all sections fully and return to jobcentre@gov.im)

Company Name:		Who to contact at your company:	
Please provide the following information if you have not previously placed an advert with the Job Centre:			
E-mail Address:		Phone Number:	
Business Address:			Postcode:
Vacancy Title:		Number of Vacancies:	
Contract Type:	Full Time / Part Time Hours	Contracted Hours:	(Hours per week)
Minimum age (for insurance/legal purposes):		Temporary/ Permanent/ Seasonal	
Salary/Wage:	Yearly: Weekly:	Area of Work:	East / West / North / South
Notes for Advert: <u>PARAGRAPH ONLY</u> <u>NO BULLET POINTS.</u> <u>Please state how candidates should apply.</u>			

Type of business (please select 1 box only)

- | | | |
|--|---|---|
| <input type="checkbox"/> Agriculture, forestry & fishing (001) | <input type="checkbox"/> Wholesale distribution (045) | <input type="checkbox"/> Medical & Health Services (084) |
| <input type="checkbox"/> Manufacture: Food & drink (005) | <input type="checkbox"/> Retail distribution (050) | <input type="checkbox"/> Tourist accommodation (085) |
| <input type="checkbox"/> Manufacture: Engineering (010) | <input type="checkbox"/> Insurance (055) | <input type="checkbox"/> Other Professional Services (086) |
| <input type="checkbox"/> Manufacture: Other (021) | <input type="checkbox"/> Banking (060) | <input type="checkbox"/> Residential / Nursing Homes (087) |
| <input type="checkbox"/> Mining & Quarrying (022) | <input type="checkbox"/> Other financial institutions (065) | <input type="checkbox"/> Other Catering & Entertainment (091) |
| <input type="checkbox"/> Construction (025) | <input type="checkbox"/> Property owning/management (070) | <input type="checkbox"/> Film Production (092) |
| <input type="checkbox"/> Electricity (031) | <input type="checkbox"/> Other business services (075) | <input type="checkbox"/> E-gaming (093) |
| <input type="checkbox"/> Gas and Other Energy (032) | <input type="checkbox"/> Information Technology (076) | <input type="checkbox"/> Miscellaneous services (095) |
| <input type="checkbox"/> Water (033) | <input type="checkbox"/> Legal Services (081) | <input type="checkbox"/> Public administration (100) |
| <input type="checkbox"/> Transport & Communications (035) | <input type="checkbox"/> Accountancy Services (082) | |
| <input type="checkbox"/> Ship Management (040) | <input type="checkbox"/> Education / Teaching (083) | |

Type of occupation (please select 1 box only)

- | | | |
|--|---|---|
| <input type="checkbox"/> Management (1100) | <input type="checkbox"/> Other Admin / Clerical (4200) | <input type="checkbox"/> Textiles and Printing (5400) |
| <input type="checkbox"/> Other Professions (1200) | <input type="checkbox"/> Gardener / Landscaper (5113) | <input type="checkbox"/> Nursing (6100) |
| <input type="checkbox"/> Beauty (1253) | <input type="checkbox"/> Farming / Agriculture / Fisheries (5119) | <input type="checkbox"/> Hotel / Caterer / Bar Work (6200) |
| <input type="checkbox"/> Engineering - Skilled (2120) | <input type="checkbox"/> Welders (5215) | <input type="checkbox"/> Retail/Sales/Wholesale/Buyer (7100) |
| <input type="checkbox"/> IS / Telecommunications (2130) | <input type="checkbox"/> Mechanic (5230) | <input type="checkbox"/> Customer Service Occupations (7200) |
| <input type="checkbox"/> Healthcare (2200) | <input type="checkbox"/> Electricians (5241) | <input type="checkbox"/> Groundwork/ plant operator (8120) |
| <input type="checkbox"/> Education / Teaching / Nursery (2300) | <input type="checkbox"/> Bricklayers (5312) | <input type="checkbox"/> Production/Assembly Operative (8130) |
| <input type="checkbox"/> Finance & accountancy (2400) | <input type="checkbox"/> Roofer (5313) | <input type="checkbox"/> Scaffolders (8141) |
| <input type="checkbox"/> Scientific / Chemist (3110) | <input type="checkbox"/> Plumbers (5314) | <input type="checkbox"/> Drivers HGV, PSV, etc (8211) |
| <input type="checkbox"/> Engineering – Unskilled (3113) | <input type="checkbox"/> Joiner (5315) | <input type="checkbox"/> Drivers other (8212) |
| <input type="checkbox"/> Information Technology (3130) | <input type="checkbox"/> Glazier (5316) | <input type="checkbox"/> Construction unskilled (9120) |
| <input type="checkbox"/> Protective Service Occupations (3300) | <input type="checkbox"/> Construction - Other Skilled (5319) | <input type="checkbox"/> Cleaning services (9230) |
| <input type="checkbox"/> Culture and Sport Occupations (3400) | <input type="checkbox"/> Plasterer (5321) | <input type="checkbox"/> Other elementary services occupations (9270) |
| <input type="checkbox"/> Consultant (Business/Legal) (3500) | <input type="checkbox"/> Flooring / Tiling (5322) | |
| <input type="checkbox"/> Insurance / banking admin (4100) | <input type="checkbox"/> Painters & Decorators (5323) | |

Type of qualification required for the position (please select 1 box only)

- | | | |
|--|---|---|
| <input type="checkbox"/> No qualifications | <input type="checkbox"/> Up to 4 GCSEs at A to C NVQ 1, GNVQ (foundation) | <input type="checkbox"/> 5 GCSEs or more at A to C, NVQ2, GNVQ (Intermediate) |
| <input type="checkbox"/> A-levels, ONC, OND, full trade, NVQ3, GNVQ (Advanced) | <input type="checkbox"/> Degree, HNC, HND | <input type="checkbox"/> Post graduate or full professional |

Type of experience required for the position (please select 1 box only)

- | | | |
|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 1 – 2 years | <input type="checkbox"/> 3-5 years |
| <input type="checkbox"/> 6-10 years | <input type="checkbox"/> 10 years + | |