# EURES Vacancy Registration Form

# LATVIA

Please fill-in separate form for each vacancy. Email [eures@nva.gov.lv](mailto:eures@nva.gov.lv)

\* Compulsory information

**EMPLOYER**

|  |  |
| --- | --- |
| \* **Employer**  or **Recruitment Agency**  or **Staffing Agency**  or **EURES** | |
|  | |
| \* **Company Name** | Click here to enter text. |
| \* **Company Registration number** | Click here to enter number. |
| \* **Address** | Click here to enter text. |
| \* **Contact person`s name and job title** | Click here to enter text. |
| \* **Contact person`s e-mail** | Click here to enter text. |
| Phone (incl. country code) | Click here to enter text. |
| Website | Click here to enter text. |
| Social media accounts, Skype, etc. | Click here to enter text. |
| \* **Principal Employer’s Name** (if vacancy is handled by Recruitment or Staffing Agency or EURES) | Click here to enter text. |

**Description of EMPLOYER** (optional)

|  |
| --- |
| Click here to enter text.  Number of employees in the company |

**vacancy**

|  |  |
| --- | --- |
| \* **Job ID number and link to vacancy on national and/or EURES portal** | Click here to enter text. |
| \* **Job title** | Click here to enter text. |
| \* **Number of persons required** | Click here to enter number. |
| \* **Main duties and responsibilities** | Click here to enter text. |
| \* **Skills required:**  education,  work experience,  language,  qualifications,  certificates,  personal skills etc.  other e.g. driving licence | Click here to enter text. |
| \* **Weekly working hours** | Click here to enter number. |
| Working days | Click here to enter number. |
| \* **Job type** (full time, part time, shift, night work) | Click here to enter text. |
| \* **Contract type and duration** (permanent, temporary, seasonal, other e.g. project) | Click here to enter text. |
| **Desired job start date and if applicable end date of contract** | Click here to enter text. |
| \* **Place of work** (country, city) | Click here to enter text. |
| \* **Salary** (If you cannot give an exact salary here, please give a minimum and/or maximum figure) | Amount: Click here to enter number. per Click here to enter text.  Currency: Click here to enter text.  Is it gross or net? Click here to enter text. |
| \* **Frequency of payment** (weekly, monthly, piece work payment) | Click here to enter text. |

**Employer offer** (optional)

|  |  |
| --- | --- |
| Does help with accommodation and/or travel expenses etc. provided or covered? | |
| Accommodation provided | free of charge  or for pay  Indicate price; way of payment; what is included; is it shared room, apartment or else; how far is place of work; and any other relevant information. |
| Assistance to find accommodation |  |
| Travel expenses covered |  |
| Transport to/from workplace | free of charge  or for pay  Give amount |
| Meals at work | free of charge  or for pay  Give amount |
| Other – please specify | Click here to enter text. |

**How to apply**

|  |  |
| --- | --- |
| \* **Last application day** (No more than 3 months from registration. You can contact us to extend the date later.) | Click or tap to enter a date. |
| \* **How to apply?** | CV  Letter + CV  Other – please specify: Click here to enter text. |
| \* **Application language** | Please specify: Click here to enter text. |
| **Contact employer directly** (Please indicate contact details if different from above i.e. Employer part) | Contact details, if different from above (Employer part). |
| or  You are interested in pre-selection of candidates’ service (not available to recruitment and staffing agencies). | Applicants should contact EURES adviser:  in Latvia  in other country  – please specify contact details: Click here to enter text. |

Thank you for completing this form.

Make sure you provide all the necessary information about your company and the vacancy.

Please send the filled-in form to EURES Latvia team on e-mail address [eures@nva.gov.lv](mailto:eures@nva.gov.lv)

When registered and translated into Latvian (according to Latvian Language Law), this vacancy will be advertised in State Employment Agency of Latvia (NVA) offices throughout the country, and on NVA website [www.nva.gov.lv/eures](http://www.nva.gov.lv/eures)