

User Manual – Vacant Position Application

Agenzija Sapport



This manual was developed by Aġenzija Sapport to help you fill an online Vacant Position Application at Aġenzija Sapport in a complete and correct manner.

Note: This manual was written for information purposes and does not have any legal strength whatsoever.

Aġenzija Sapport makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information held with us. We are bound not to disclose information about you with other persons or organizations outside the Aġenzija Sapport, unless this is permitted by the law. Aġenzija Sapport treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

For More Information



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General Instructions



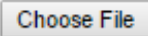
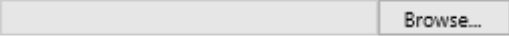



Kindly ensure that the requested documentation is available before you start filling in the application. Certain documents need to be downloaded; printed and duly completed, together with the documentation which needs to be converted into electronic format to be uploaded in the online application. **(The original qualification certificate/s and documentation must be presented for verification during the interview)**

- 1) **Curriculum Vitae** – required documentation
- 2) **Qualification Certificate** – required documentation
- 3) **Jobsplus Employment History Sheet** – required documentation if applicable
- 4) **Reference Letter** – required documentation if applicable
- 5) **Other Documents** – required documentation if applicable

To submit your application, you will need to fill in the required details. The mandatory fields are marked with a red asterisk (*). There are six (6) field types which are explained in page 4. The requested details are listed on page 5.

When all the required details are filled in, you may submit the application by clicking on the '**SUBMIT**' button at the bottom of the page.

Field Types

Field Type	How it Looks	How to Enter Data	How to Delete Data
Date		Click on the textbox and enter date. The date should be in DD/MM/YYYY format. (e.g. 30/12/1986)	Click on the x button (Internet Explorer Only) on the top right-hand corner to remove all content or use the Backspace/Delete key to delete accordingly
Dropdown		Click on the dropdown and select the option	Click on the dropdown list and select the blank option
File	<p>In Google Chrome:</p>  <p>In Internet Explorer:</p> 	Click once on the button. A dialog box will appear which enables you to search for the file. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). The dialog box will close and the name of the uploaded file will appear adjacent to the button	<p>In Google Chrome: Click once on the button. A dialog box will appear. Hit the 'Esc' button on the keyboard (or click on 'Cancel' button).</p> <p>In Internet Explorer: Drag the mouse to highlight the text identifying the file name and press the Backspace/Delete key.</p> <p>You will notice that the name of the file is no longer displayed adjacent to the 'Choose File' button</p>
Numeric Textbox		Click on the textbox and simply type in. Only numbers are accepted	Click on the x button (Internet Explorer Only) on the top right-hand corner to remove all content or use the Backspace/Delete key to delete accordingly
Textbox		Click on the textbox and simply type in	Click on the x button (Internet Explorer Only) to remove all content or use the Backspace/Delete key to delete accordingly
Text Area		Click on the text area and simply type in	Use the Backspace/Delete key to delete accordingly

Requested Details

	Field No	Field Name	Field Type	Required
Post's Details	1	Post's Name	Textbox	Yes
	2	Type	Dropdown	Yes
	3	Internal / External Call Code	Textbox	Yes
Applicant's Details	4	Identity Card / Passport Number	Textbox	Yes
	5	Title	Dropdown	Yes
	6	Name	Textbox	Yes
	7	Surname	Textbox	Yes
	8	Date of Birth	Date	Yes
	9	Address	Text Area	Yes
	10	Contact Number	Numeric Textbox	Yes
	11	E-mail	Textbox	Yes
Eligibility	12	Course	Textbox	Yes, name of course is required
	13	MQF Level	Textbox	Yes, MQF level is required
	14	Number of Years	Numeric Textbox	Yes, the number of years of experience as required in the call for applications (to be supported by Jobsplus employment history) is required
	15	Select One	Dropdown	Yes, if you have a certificate or qualification
	16	ECTS / ECVET Points	Textbox	Yes, if you know ECTS / ECVET points
	17	Comments	Text Area	Yes, if you have comments
Necessary Documents (The original qualification certificate/s and documentation must be presented for verification during the interview)	18	Curriculum Vitae	File	Yes, a curriculum vitae is required
	19	Qualification Certificate	File	Yes, qualification certificate is required
	20	Jobsplus Employment History Sheet	File	Yes, if you have a Jobsplus employment history sheet
	21	Reference Letter	File	Yes, if you have a reference letter
	22	Other Documents	File	Yes, if you have other documents