

POVIAT LABOUR OFFICE IN **POZNAN**

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## Form of dissemination of the offer:

☐ - open - containing data enabling  
identification of the national employer☐ - closed - not containing data  
national employersOffer submitted in order to obtain an opinion of the Starost related to the employment of a foreigner YES / NO  
\*

## NOTIFICATION OF A NATIONAL JOB OFFER

1. application no:	2. date of receipt of notification
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## AND NATIONAL EMPLOYER DATA

<b>1. 3 Name of employer</b> 2. ..... ..... ..... <b>Name and position of the person representing the employer (contact telephone number)</b> ..... .....	<b>4. Employer's address</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> postcode town street ..... municipality of ..... e - mail ..... website ..... Legal form of the business: • sole trader • company..... • state enterprise • other..... <b>I am/are not*</b> an employment agency I declare a temporary job offer <b>YES / NO*</b>
<b>5. Employer's statistical number - (REGON)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>6. Tax identification number - NIP</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>7. Principal activity according to PKD</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Business characteristics..... ..... .....	<b>8. Number of employees</b> ..... <b>9. Date of commencement of activities</b> .....

10. Informed of the criminal liability provided for in Article 233 § 1 of the Penal Code, **I declare as follows:**

The offer is at the same time submitted to another employment office **YES / NO\***

Within 365 days prior to the job offer, I have been sanctioned or sentenced by a final judgment for a violation of labour law or I am under investigation for a violation of labour law **YES / NO\***

A job offer submitted must not violate the principles of equal treatment in employment within the meaning of the labour law and must not contain requirements that discriminate on the basis of gender, age, disability, race, religion, nationality, political opinion, union membership, ethnic origin, religion or sexual orientation.

Furthermore, we instruct that if the required data are missing from the national job offer notification, the district employment office shall notify the national employer, in the form established for joint contacts, to complete the notification. Failure of the domestic employer to complete the notification within 7 days from the date of notification will result in the job offer not being accepted for implementation by the district employment office.

Legal basis: Ustawa z dnia 20 kwietnia 2004r. o promocji zatrudnienia i instytucjach rynku pracy.

.....  
Place, date Name /Signature of employer/

.....  
of authorised person

\* delete as **appropriate**

## II DATA RELATING TO THE NOTIFIED WORKPLACE

<b>11. Name of the profession</b> ..... .....	<b>12. Job title</b> ..... ..... .....	<b>14. Number of vacancies,</b> <input type="text"/> <input type="text"/> including disabled persons <input type="text"/> <input type="text"/>	
<b>13. Occupation code</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<b>15 Requested number of candidates</b> <input type="text"/> <input type="text"/>	
<b>16. Workplace address</b> ..... ..... .....	<b>17. additional information</b>	<b>18. Type of contract</b> <input type="checkbox"/> employment for an indefinite period <input type="checkbox"/> fixed-term employment <input type="checkbox"/> probationary period <input type="checkbox"/> contract <input type="checkbox"/> work contract <input type="checkbox"/> substitution contract <input type="checkbox"/> temporary employment contract	<b>20. 19. working hours</b> <input type="checkbox"/> full-time <input type="checkbox"/> ¾ FTE <input type="checkbox"/> ½ FTE <input type="checkbox"/> other (number of working hours).....
<b>20. working schedule in hours.</b> <input type="checkbox"/> one shift - hrs..... <input type="checkbox"/> two shifts - godz..... <input type="checkbox"/> three shifts - godz..... <input type="checkbox"/> continuous movement ff others.....			
<b>21 Remuneration system</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly <input type="checkbox"/> Chord <input type="checkbox"/> Commission	<b>22 Amount of remuneration (gross)</b> ..... <b>gross</b>  In the case of a civil law contract, an hourly rate.	<b>24. 23. Date of commencement of employment</b> From ..... To ..... Period of employment in the case of an employment contract or period of performance in the case of a civil law contract	<b>24. Expiry date of the offer (no more than 30 days)</b> .....

## III DATA RELATING TO EXPECTATIONS OF THE CANDIDATE

25. education (level/direction) .....	
26. professional experience.....	
27. skills.....	
28. entitlements.....	
29. knowledge of foreign languages (level of proficiency).....	
30. expectations welcome.....	
31st Other.....	
32. nature or type of work.....	
.....	
.....	
33. preferred form of contact with the employer:	34. what documents are to be submitted by the potential candidate:
1) personal contact at .....	<input type="checkbox"/> CV <input type="checkbox"/> certificate of employment
2) Telephone appointment.....	<input type="checkbox"/> cover letter <input type="checkbox"/> others.....
3) others.....	

#### IV JOB PROCESSING DATA

35. period of validity of the job offer: from..... to .....
Method and frequency of contact: at least once every 3 days / at a * designated time.....
37. information on the actions taken by the office for the benefit of the employer/ additional information on the implementation of the job offer:.....
38. i am / am not *interested in forwarding the job offer to other district labour offices for dissemination (please specify which ones).....
39. am/are not interested in disseminating the job offer in selected EEA countries - please specify in which.....
40. am / am not* interested in recruiting EEA candidates (if interested in recruiting an EEA national, please fill in Annex 1)
41. in the case of applying for a work permit for a foreigner, I consent/do not consent* to the recruitment of candidates in accordance with § 6(1)(7) of the Regulation of the Minister of Family, Labour and Social Policy of 7 December 2017 on the issuance of a work permit for a foreigner and the entry of a statement on entrusting work to a foreigner in the register of statements ( Journal of Laws 2017 item 2345 ).
* delete as appropriate