# oferta zamknięta / otwarta

# ZGŁOSZENIE KRAJOWEJ OFERTY PRACY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| I. Informacje dotyczące pracodawcy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nazwa Pracodawcy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Adres pracodawcy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3. Imię i Nazwisko osoby wskazanej przez pracodawcę do kontaktów | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| telefon lub inny sposób porozumiewania się | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | miejscowość | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| Numer statystyczny pracodawcy (REGON) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Forma prawna prowadzonej działalności | | | | | | | | | | | | | | | | | | | | | Forma kontaktu kandydatów z pracodawcą:Kontakt osobisty  1. Kontakt telefoniczny…………………………………. 2. Adres poczty elektronicznej ……………………….. 3. Faks…………………………………………………… 4. Adres strony internetowej…………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | |  | | | |  | | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | | |  | | Sp. z o.o.S. A.  1. S.C. 2. Inne/Agencja zatrudnienia | | | | | | | | | | |  | | | |  | | | | | |
| numer NIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
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| 1. Podstawowy rodzaj działalności wg PKD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | 1. Liczba obecnie zatrudnionych pracowników | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
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| II. Informacje dotyczące zgłoszonego miejsca pracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nazwa zawodu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 9.Nazwa stanowiska | | | | | | | | | | | | | | | | | | 10. Liczba wolnych miejsc zatrudnienia: | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |  | | |
| ………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ……………………………… | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |  | | |
| ………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ……………………………………………………………… | | | | | | | | | | | | | | | | | | - w tym dla osób niepełnosprawnych | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |  | | |
| 12. Kod zawodu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  |  | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  |  | | |
| Miejsce wykonywania pracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Dodatkowe informacje (możliwość zakwaterowania) | | | | | | | | | | | | | | | | | | 16. Podstawa wykonywania pracy 1.Praca tymczasowa | | | | | | | | | | | | | | | | | 17. Informacja o systemie  i rozkładzie czasu pracy | | | | | | | | | | | | | |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ……………………………………………………………… | | | | | | | | | | | | | | | | | | 2.na czas nieokreślony 3.na czas określony  4.praca sezonowa  5.okres próbny  6.inna praca zarobkowa …………………………. | | | | | | | | | | | | | | | | | 1. Jednozmianowość  2. dwie zmiany  3 trzy zmiany  4. ruch ciągły  5. inne | | | | | | | | | | | | | |
| Wymiar czasu pracy ……………………………… | | | | | | | | | | | | | | | | | |
| 18. Wysokość wynagrodzenia (miesięcznie) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 19. System wynagrodzenia | | | | | | | | | | | | | | | | | | 1. Data rozpoczęcia zatrudnienia/okres zatrudnienia na umowę o pracę | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| …………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | akordowyprowizyjnyczasowy | | | | | | | | | | |  | | | | |  | | ……………………………………………………………….. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Wymagania – oczekiwania pracodawcy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 22. Zakres obowiązków…………………………………..  ………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| wykształcenie | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| staż pracy | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| umiejętność – uprawnienia | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. Kandydaci z państw EOG……………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| znajomość jęz. obcych | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| III. Adnotacje Urzędu Pracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 24. Częstotliwość kontaktów z pracodawcą………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **25. Czy pracodawca złożył tą samą ofertę pracy w Innym Powiatowym Urzędzie Pracy?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 26. Data przyjęcia oferty | | | | | | | | | | | | | | | | | | | | | | 27. Numer oferty | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| ………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | |  | |  | |  | | |  | | | |  | | |  | |  | | |  |  |  |  |  | |  | | |  |  | | | 31. Zasięg upowszechniania  oferty pracy   1. Powiat 2. Państwa EOG | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| 28. Termin realizacji oferty ustalony z pracodawcą | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 29. Przekazanie oferty pracy do innych Urzędów Pracy | | | | | | | | | | | | | | | | | | | | | | 30. Termin podawania oferty do wiadomości: | | | | | | | | | | | | | | | |
|  | | |  | | |  | | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | |  | | ……………………………………………………………………………………… | | | | | | | | | | | | | | | |
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Czy w okresie do 365 dni przed dniem zgłoszenia oferty pracy pracodawca został skazany prawomocnym wyrokiem za naruszenie praw pracowniczych lub jest objęty postępowaniem wyjaśniającym w tej sprawie?.................................................................................................................................................................................................................................................................................................................................................................

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| --- | --- | --- | --- | --- | --- |
| **Informacje uzupełniające w przypadku, gdy pracodawca krajowy jest zainteresowany upowszechnieniem krajowej oferty pracy na terenie państw EOG** | | | | | |
| 1. Znajomość języka polskiego  a) biegła  b) słaba | 2. Język, w jakim kandydaci z państw EOG mają przekazywać pracodawcy krajowemu podania o pracę, życiorysy i inne dokumenty……………………………………………………………………………………………….. | | 3. Możliwość zakwaterowania i wyżywienia………  …………………………….…………………………….……………………………. | | 4. Możliwości i warunki sfinansowania lub dofinansowania kosztów podróży lub przeprowadzki………………………….....  …………………………………….  ……………………………………. |
| 5. Państwa EOG w których oferta ma zostać dodatkowo upowszechniona…………………………………  ………………………………………………………………………………... | | 6. Przyczyny wykonywania pracy w miejscu innym niż siedziba pracodawcy…………………………  ………………………………………………………  ………………………………………………………  ……………………………………………………… | | 7. Dodatkowe informacje niezbędne ze  względu na charakter wykonywanej pracy………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | |

1. .............................................................................................................................................

(Data i podpis osoby odpowiedzialnej za realizację oferty)

2. Sposób realizacji oferty:

- umieszczenie na tablicy ogłoszeń ........................................................................................

(data wystawienia)