[KOTRA Madrid KBC]　e-mail : job[@kotra.or.](mailto:ygy@kotra.or.jp)kr　/ Tel. 91-556-6241

**Job Fair Participation Form**

**(Recruiting Company)**

**1. Company Info \* Are obligatory fields**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name\*** |  | | |
| **CEO/President\*** |  | **Name of Person in Charge of HR/**  **E-mail\*** |  |
| **Address\*** |  | | |
| **Telephone\*** |  | **Fax\*** |  |
| **Homepage** |  | **Job Description\*** |  |
| **Foundation Year** |  | **No. of Employees** |  |
| **Company Introduction**  **(Business field, corporate culture, etc)** |  | | |

**2. Recruitment Conditions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Category\*** |  | **Place of Work**  **(Country, City)\*** |  |
| **Requiered Job Experience\*** | *Choose one from* ***Irrelevant/New Employee/Experienced Employee*** | **Required Academic Conditions\*** | Ex) University Graduate or Above |
| **Age** | Ex) Irrelevant | **Gender** | Ex) Irrelevant |
| **Obligatory license**  **(Driving License, AICPA etc.)** |  | **No. of people recruiting (No. of job positions)\*** |  |
| **Language Requirement\*** | Ex) High level of English and Spanish required. | ◦ Very High: Native speaker  ◦ High: Acceptable level for all job related situations and able to communicate at a satisfactory leve  ◦ Medium: Limited language skills related to work situations.  ◦ Low: Able to communicate with simple language only on familiar subjects only | |
| **Detailed Job Description** |  | | |
| **Other Necessary Requirements** |  | | |

**3. Work Conditions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary\***  **(Yearly/EUR)** |  | **Incentives/Bonus** |  |
| **Workplace Address** |  | | |
| **Working Hours\*** |  | **Type of Employment\***  **(Contract Period)** |  |
| **Yearly Vacation Days\*** |  | | |
| **Insurance\*** |  | **Severance Pay/Pension \*** | Ex) Payment in accordance to local labor laws |
| **Visa\***  **(Requirements/Support)** |  |  |  |
| **Other Working Conditions\*** |  | | |

**4. Other Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Recruitment Period\*** | *YYYY-MM-DD ~ YYYY-MM-DD* | | |
| **Required documents to apply for the job\***  **(English CV / English work experience details, etc)** |  | | |
| **Detailed Selection Process**  **(Test, Interview, etc)** |  | **Expected date of Recruitment\*** |  |
| **Other requests from job candidate** |  | | |