









Information about vacancy's web form

Fields marked with sign  are essential to be filled with information.

Fields marked with sign  are desirable to be filled with information.

-  Organization - name of organization, which must consist minimum of 3 symbols and maximum of 60 symbols. The following symbols are considered: ()-+/,. text, number
-  Profession – name of profession, which must consist minimum of 3 symbols and maximum of 60 symbols. The following symbols are considered: -/,. text
- Date of registration – today's date is added automatically.
-  Time of insertion – it means how many days would you like to insert your vacancy .It is considered from 5 to 90 days.
- Organization's logo - you can add it to this web-site, which will appear above the vacancy. If you do not have logo, miss it. Logo's parameters are JPG or GIF format, maximum 200Kb, width: 200 pixel, height: 200 pixel.
-  Duty station - job's location, city which must consist minimum of 3 symbols and maximum of 40 symbols. The following symbols are considered: -/,. text
- Address - organization's address, which must consist minimum of 3 symbols and maximum of 60 symbols. It is not important to fill it in. The following symbols are considered: #()-+/,. text, number
- Telephone - organization's telephone number, which must consist minimum of 5 symbols and maximum of 40 symbols. Fill it in case you want to be contacted by telephone and please refer to personal contacts. The following symbols are considered: ()-+/,. number
- Contact person - it is a person, who will answer phone calls in relating to this vacancy. Text must contain minimum of 3 symbols and maximum of 60 symbols .This symbols are considered: Refer to text in case you refer to organization's telephone number. The following symbols are considered:
- Fax-organization's fax number must consist minimum of 5 symbols and maximum of 40 symbols. Refer to fax number in case you want to receive a resume by fax. The following symbols are considered: text
-  Resume's e-mail -it is e-mail address on which come resumes in format (MS Word *.doc, Adobe PDF *.pdf) and which will be sent from this web-site or via Outlook program. E-mail's text must contain minimum of 8 symbols and maximum of 40 symbols. This symbols are considered: E-mail's exact address. It is desirable to indicate organization's e-mail
-  E-mail status-it means that when it is set on this parameter "it will appear ". Internet's customer can send you a resume from web-site and also via Outlook programm. But your e-mail will not be protected against spam .(senseless senders) and also in case your vacancy's term is ended. Your e-mail will be appeared on web-site. In case you set status on this parameter "hidden (it is recommended)" you will receive resume only in this format (MS Word *.doc, Adobe PDF *.pdf) from this web-site and also in a period of time when your vacancy is active. The e-mail will be protected against spam and will not be appeared on the web-site.
-  E-mail's headline- it will be written in e-mail's subject when you receive resume. The e-mail's headline text must contain minimum of 2 symbols and maximum of 20 symbols. It is desirable to indicate this headline. The following symbols are considered: ()-_,. text, number
- Organization's web-site- if your organization has a web-site, you can indicate that web-site's address.
- Salary- you may refer to your salary or miss it. If you indicate that, write it in this way: from 10 to 9999 GEL, Dollar, Euro, or RUR. Pattern: 550 GEL | 650 Dollar| 200 Euro| 6000 RUR
- Work's schedule-you may refer to your job's schedule if you want.
-  Job's description - you fill information in this field about your offer of job. Text contain maximum of 2000

symbols, minimum of 10 symbols. We do not receive the following symbols: ~`'><

18. Job's objective - you fill in this field information about your offering job's terms. Text's maximal amount contains of 2000 symbols, minimum of 10 symbols. We do not receive the following symbols: ~`'><
It is not important to fill it in.

19. Main duties / requirements - you fill in this field information about main duties / requirements.
Text contain maximum of 2000 symbols, minimum of 10 symbols.
We do not receive the following symbols: ~`'><
It is not essential to fill it in.

20. Job's qualification / skills - you fill in this field information about candidate's needful knowledge.
Text' maximal amount contain of 2000 symbols, minimum of 10 symbols.
We do not receive the following symbols: ~`'><
It is not important to fill it in.

21. Employer's profile - you fill in this field information about your organization's activity.
We do not receive the following symbols: ~`'><
Text contain maximum of 2000 symbols, minimum of 10 symbols.

22. Our remarks-you fill in this field if you have any remarks. Text contain maximum of 2000 symbols, minimum of 10 symbols.
We do not receive the following symbols: ~`'><



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