



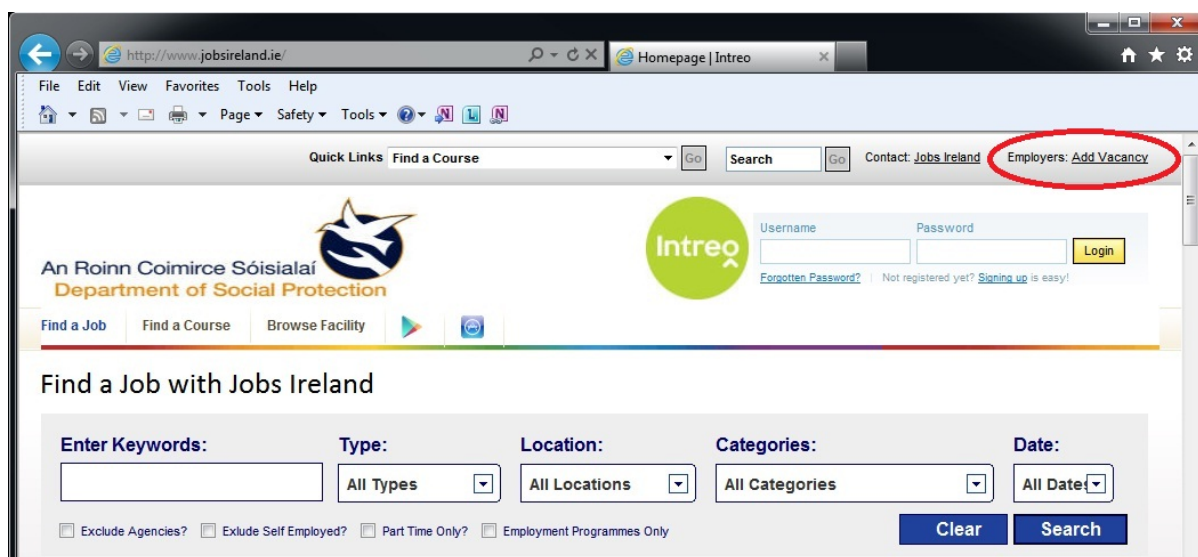
Procedure for CE Sponsors Adding a Vacancy onto JobsIreland.ie

As part of the streamlining of Community Employment procedures, the policy on registering CE vacancies has been revised. The CE Vacancy form will no longer need to be filled in, signed by the sponsor and authorised by the DSP Officer before submission to the DSP National Contact Centre (NCC). Instead, the Sponsor can **directly** register the vacancy details with the NCC **by telephone**.

Sponsors/employers must first register as Employers with the NCC. If you are already registered, please go to Page 3.

To register, there are two options:

- 1) By telephoning 1800-611 116 to register as an employer.
- 2) By registering online on the www.jobsireland.ie website. Click the **Add Vacancy** link near the top right of the homepage screen.



This will bring you to the following page. Click on the **Register** button.

Employers Logon Screen

Overview [Overview](#)

Registered Users enter your username & password :

username :

password :

If Your Company is not registered yet ? Click here to register

Forgotten Your password?

You must have an e-mail account to register. There are links to set up a free e-mail account when you select "Request Registration". Your e-mail account can be accessed through the Internet from any location.

Fill in the form that appears on-screen and click **Request Registration**.

New Company Registration Form

General Company information	
Please note that the fields highlighted in yellow are required	
Company Name:	<input type="text"/>
Employer Registered Number (ERN):	<input type="text"/>
Address :	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Country:	Ireland <input type="text"/>
Company Type:	<input type="text"/>
Industry Type:	<input type="text"/>
Number of Employees:	<input type="text"/>
Telephone No.:	<input type="text"/>
Fax No.:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Company Contact Person Information	
Name:	<input type="text"/>
Surname:	<input type="text"/>
Title :	<input type="text"/>
Telephone No.:	<input type="text"/>
Fax No.:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Click Here to get a FREE E-Mail Address	
Click here to request your registration	
<input type="button" value="Request Registration"/>	

Once you have received confirmation of registration, you are ready to commence adding vacancies as and when required. You no longer have to fill in the hard-copy Community Employment Vacancy Form for authorisation by the Community Development Officer (CDO/HEO).

Submitting Vacancy Details to the National Contact Centre

All Community Employment vacancies must be telephoned into the National Contact Centre (NCC) at 1800 611 116 with effect from Monday 2nd June 2014.

Identify yourself to the NCC as a CE Employer and state that the vacancy is for a CE position.

Have the following details prepared in advance of contacting the NCC.

Job title: e.g. Care Worker. Also have “(CE Scheme)” appended to the job title.

Job Description: Give the basic details of what work will be involved in the position. (Some standard CE vacancy text will also be included here by the NCC staff.) **Let the NCC staff know if Garda vetting will be required for this position. Similarly, if the position is for a drugs rehabilitation place, let the NCC staff know.**

No. of positions for this vacancy: Give the number of positions to be filled

Type of contract: Temporary

Full-time/Part-time: Part-time

Shifts: No

Hours per week: 19.5

Start Date for the job: Give the proposed start date

Experience Required: No experience required

Is access to transport a requirement of the job? Yes/No, as appropriate

Minimum Salary: “CE Rates”

Job Location: Give the specific geographic area where the job will be located

Job Type: Employment Programme (This also identifies the position as CE)

Interview Venue/Address: (Optional, if not on your main premises)

Display this vacancy until: If applicable – defaults to 6 weeks.

Finally, notify the DSP Officer (CDO) that has responsibility for your CE Project of the vacancy number and closing date.