# **Information to be submitted in order to include a profile in the job bank**

**Name of the company:** Name of the company or firm

**Company description:** Brief description of the company.

**Job description:** Brief description of the job and the duties, responsibilities or functions.

**Desired profile:** Description of the educational or employment profile sought.

**Other requirements:** Other requirements, such as languages.

**Location:** Location where the job will be performed.

**Working day:** Full or part-time

**Modality:** Face-to-face, telework or mixed, also if for example it is a scholarship.

**Contact:** Mailing address or telephone number to send the application.