



### **HOW TO REGISTER A COMPANY**

- Any company (from local to international), with the exception of job agencies, can sign up to our Registered Job Centre 1000000004.
- Job vacancies, with the exception of 'hard-to-cover' posts, can be published for up to a **maximum of 3 months**.
- Companies should specify the **vacancy's basic information**: FT/PT, timetable, salary, type and length of the contract, telephone number, email and contact details of the HR technician dealing with the vacancy.
- Companies should keep us informed of the **recruitment process** whenever it involves one of our candidates.
- Should companies **NOT hire** one of our candidates, they should get in touch with the Job Centre so we can continue with the recruitment process.
- **Communicate new contracts** (employee, start and end date and type of contract) so we can proceed to close the vacancy.  
If companies hire unemployed people who have taken part in any of the training courses offered by Alzira's Council, they will be able to take advantage of **Programa de ayudas Formaplus (grant scheme)**, in which companies receive a gift card "Tarjeta de Alzira" for the value of the allocated grant, to be spent in participating local businesses.

Further information in:

<http://www.idea-alzira.com/programa-formaplus>