

USER GUIDE

JOB SEEKERS

Registered Job Centre 1000000004
-Since 2012-



Ajuntament d'Alzira



IDEA · Ayuntamiento de Alzira
www.idea-alzira.com
adl@idea-alzira.com
962 455 101

INDEX

- I. **How can I sign up as a job seeker?**
- II. **My vacancies. How can I apply to job vacancies?**
- III. **My training courses**
- IV. **My renewals**
- V. **Download/request documents**

***Disclaimer. Our employment website can be accessed in both Spanish and Valencian. For the purpose of creating this guide, we have used website google translate screenshots. We are fully aware that this service does NOT always produce accurate translations but in the absence of a fully translated site, we consider it the best option for everyone to access our services.**

How can I sign up as a job seeker?

This is the entry page to our website:

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

You should click on **PORTALEMP**:



You can also access it directly via ideaalzira.portalemp.com

Next, you should click on **I AM LOOKING FOR A JOB:**

Once in I AM LOOKING FOR A JOB fill in the form **JOB AND TRAINING APPLICANT REGISTRATION:**

The screenshot shows the homepage of the idea25 portal. At the top, there are logos for idea25 and Ajuntament d'Alzira, along with language and location selectors (Spanish, Valencia). Below the header, there are navigation links: 'Sign up and access', 'Search courses', and 'Search job offers'. A 'Get in' button is also present. The main content area features a large banner with the text 'Bienvenido/a al portal de empleo de idea25' and a 'Nueva' (New) badge. Below the banner, there are three main buttons: 'I AM LOOKING FOR A JOB' (highlighted with an orange circle and arrow), 'I AM LOOKING FOR WORKERS', and 'I'M LOOKING FOR TRAINING'. To the left of these buttons is a 'PLACEMENT AGENCY' sidebar with various links. Below the main buttons, there are sections for 'LATEST OFFERS' and 'LATEST COURSES', each with a table of relevant information.

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- + Occupancy claimant space
- + COVID-19 information

LATEST OFFERS

Date	Offer	Offer status
01/11/2021	OPERATOR / OR MACHINER FOR CITRUS WAREHOUSE —	Open
01/11/2021	CITRUS EXPERIENCE QUALITY CONTROL STAFF —	Open
01/11/2021	INDUSTRIAL ELECTROMECHANICAL —	Open
01/11/2021	MECHANICAL - TRUCK ELECTRICIAN — (TEAM TRAILER)	Open
01/11/2021	BODYWORK PAINTER PLATE — (TEAM TRAILER)	Open
01/11/2021	CITRUS WAREHOUSE PLASTER —	Open
01/11/2021	ACCOUNTING TECHNICIAN —	Open
01/11/2021	CITRICOLA SECTOR FIELD TRACTOR WORKER —	Open
01/11/2021	WAREHOUSE STAFF —	Open
01/11/2021	FIELD CONTROLLER —	Open

[See all offers](#)

LATEST COURSES

Name	Category	Mode	Start date	Finish date
FPE BASIC KITCHEN OPERATIONS / 2020	Hostel and Tourism	Face-to-face		
GARDEN INSTALLATION AND MAINTENANCE FPE / 2020	Agrarian	Face-to-face		
FPE KITCHEN / 2020	Hostel and Tourism	Face-to-face		
FPE BAR AND CAFETERIA SERVICES / 2020	Hostel and Tourism	Face-to-face		
ENGLISH FPE B1 / 2020	Languages	Face-to-face		

[See all courses](#)

Ajuntament d'Alzira

Author/2021 placement agency no. 1000000004

Sign up and access Search courses Search job offers Get in

PLACEMENT AGENCY

- > Our services
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- + COVID-19 information

JOB AND TRAINING APPLICANT REGISTRATION

@ START > REGISTRY

Fields marked with an asterisk are required

ACCESS DATA

Your email: *

[Check email](#)

We will send a message to this email account to activate your registration. In addition, we will use this email to remind you of your password if necessary, or to contact you if you authorize it.

Your password: * ☐ Show password

The password must be between 8 and 20 characters long and must consist of numbers, lowercase letters, uppercase letters and symbols

PERSONAL INFORMATION

Identity document number: *

Name: *

1st surname: *

Second surname:

Sex: *

Birthdate: *

Country of nationality:

Actual state: *

Do you receive unemployment benefit? ☐ Yes ☐ No

Academic training level:

My profile

CONTACT INFORMATION

Landline:

Mobile phone:

Have Whatsapp? * ☐ Yes ☐ No

You must indicate at least one mobile phone or a landline phone

Province: *

Place of residence: *

Home: *

Number: *

Door:

Postal Code: *

ACCEPTANCE OF CONDITIONS

☐ I have read and accept the [privacy policy](#) and the [legal notice](#)

DATA PROTECTION

BASIC INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA

Responsible	INITIATIVE IDEA FOR THE ECONOMIC DEVELOPMENT OF ALZIRA
Purpose	Manage registration, registration and communications
Rights	Access, rectification, deletion, opposition, limitation and / or portability
Detailed information	More information in the privacy policy

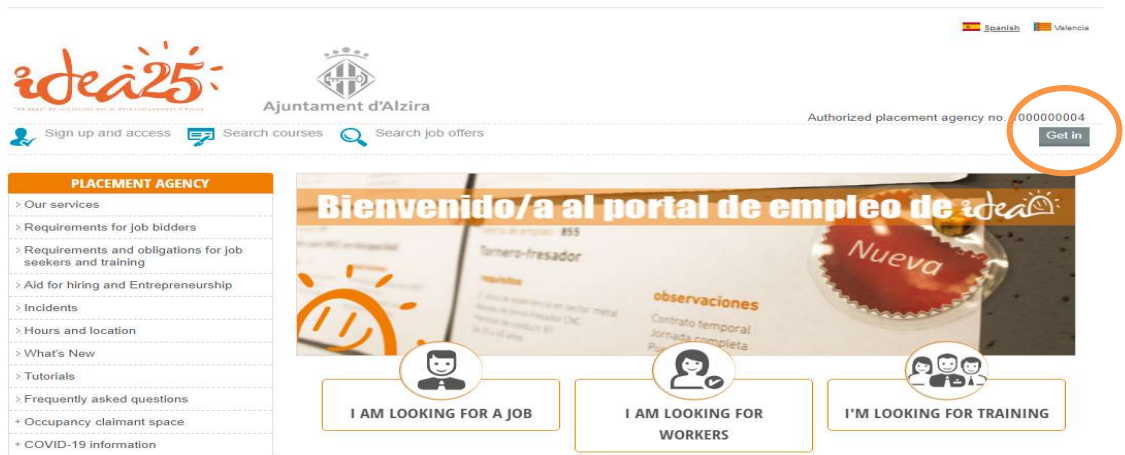
☐ I declare, under oath, the veracity of the data, information and documents that I indicate and attached to this Platform, the latter being a true copy of the original. I give my consent to the processing of my personal data

☐ I am not a robot

Once filled in, click on **SIGN UP** and follow the steps requested by the website.

You will receive a confirmation email. You must open it and **validate your email address in order to continue with the process.**

Once your account is validated, you will have to access the site via ideaalzira.portalemp.com and log in using your username and password.



Spanish Valencia

idea25

Ajuntament d'Alzira

Authorized placement agency no. 000000004

Get in

Sign up and access Search courses Search job offers

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
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- > Hours and location
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- + Occupancy claimant space
- + COVID-19 information

Bienvenido/a al portal de empleo de idea25

Tornera-fresador

Nueva

observaciones

Contrato temporal

Jornada completa

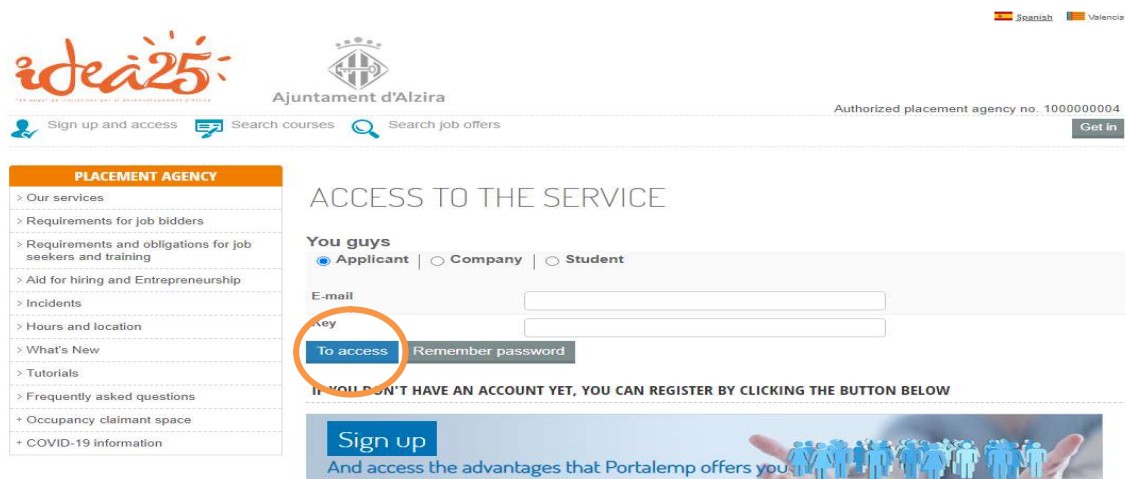
I AM LOOKING FOR A JOB

I AM LOOKING FOR WORKERS

I'M LOOKING FOR TRAINING

LATEST OFFERS

Date	Offer	Offer status
01/11/2021	OPERATOR / OR MACHINER FOR CITRUS WAREHOUSE ----	Open
01/11/2021	CITRUS EXPERIENCE QUALITY CONTROL STAFF ----	Open
01/11/2021	PERSONAL LOAD AND UNLOAD 15-20 KG (WITH DISABILITIES) ----	Open
01/11/2021	INDUSTRIAL ELECTROMECHANICAL ---	Open
01/11/2021	MECHANICAL - TRUCK ELECTRICIAN ---- (TEAM TRAILER)	Open
01/11/2021	BODYWORK PAINTER PLATE ---- (TEAM TRAILER)	Open
01/11/2021	CITRUS WAREHOUSE PLASTER ----	Open
01/11/2021	ACCOUNTING TECHNICIAN ----	Open
01/11/2021	CITRICOLA SECTOR FIELD TRACTOR WORKER ---	Open



Spanish Valencia

idea25

Ajuntament d'Alzira

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Get in

Sign up and access Search courses Search job offers

ACCESS TO THE SERVICE

You guys

☒ Applicant ☐ Company ☐ Student

E-mail

key

To access Remember password

IF YOU DON'T HAVE AN ACCOUNT YET, YOU CAN REGISTER BY CLICKING THE BUTTON BELOW

Sign up

And access the advantages that Portalemp offers you

You should now access MI PANEL/ My data and fill in all the requested information.

This step is incredibly important since this is the information we will see whenever we are looking for candidates.



Search courses Search job offers

100% Completion of the plaintiff's file Go out

MI PANEL

- > My data
- > My offers
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

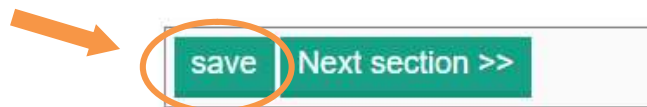
1. General data 2. Work experience 3. Studies and other knowledge 4. Languages 5. Cards 6. Interests 7. Documents

GENERAL DATA

START > MY DATA

Fields marked with an asterisk are required

Please introduce all the relevant information regarding your training, education level, driving licenses, own car, availability to travel and so on. Before you change tabs, remember to always click save followed by "Next section>>"



save Next section >>

MI PANEL

- My data
- My offers
- My courses
- My renewals
- Download / request documentation
- Training course preferences

PLACEMENT AGENCY

- Our services
- Requirements for job bidders
- Requirements and obligations for job seekers and training
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- Hours and location
- What's New
- Tutorials
- Frequently asked questions
- Occupancy claimant space
- COVID-19 information



GENERAL DATA

SE STAFF > MY DATA

Fields marked with an asterisk are required.

ACCESS DATA

Your email: *

[Change Password](#)

PERSONAL INFORMATION

Identity document number

Name *

1st surname *

Second surname

Sex *

WOMAN

Birthdate *

Country of birth:

Spain

Province of birth:

Valencia

Country of nationality:

Spain

Actual state *

UNEMPLOYED

Do you have a vehicle?

☒ Yes ☐ No

What vehicles do you have?

Date of registration in the

Public Employment Service

NAF

Academic training level:

Master's degree

My profile

CONTACT INFORMATION

Your email: *

[Change](#)

Landline

Mobile phone

Have Whatsapp?

☐ Yes ☒ No

Province *

VALENCIA

Place of residence *

Alzira

Home *

Number *

32

Door

Postal Code *

46100

OTHER DATA

Do you receive unemployment?

☐ Yes ☒ No

Do you have a certified?

☐ Yes ☒ No

Permanent disability

☐ Yes ☒ No

Complainant's observations

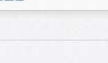
[save](#)

[Next section >>](#)



General data


Fill in your **PERSONAL AND CONTACT DETAILS** and don't forget to keep them updated, since you could miss out on a good opportunity if we cannot get in touch.



Ajuntament d'Alzira

Authorized placement agency no. 1000000004

100% Completion of the plaintiff's file [Go out](#)



MI PANEL

- > My data
- > My offers
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

- General data
- Work experience
- Studies and other knowledge
- Languages
- Cards
- Interests
- Documents

WORK EXPERIENCES

[Add work experience](#)

NON-REGULATED LANGUAGE TEACHING TEACHERS

Dates	Start date: 10/01/2019 End date: 04/13/2020
Duration	6 months
Company	

[Edit](#) [Delete](#)

PRIMARY SCHOOL TEACHERS

Dates	Start date: 07/05/2018
Duration	2 Years and 8 Months
Company	

[Edit](#) [Delete](#)

TEACHERS IN THE AREA OF SOCIAL SCIENCES, GEOGRAPHY AND HISTORY (SECONDARY EDUCATION)

Dates	Start date: 07/01/2011 End date: 03/03/2017
Duration	5 Years and 8 Months
Company	

[Edit](#) [Delete](#)

PSYCHOLOGISTS, IN GENERAL

Dates	Start date: 05/01/2009 End date: 12/31/2016
Duration	Eight years
Company	

[Edit](#) [Delete](#)

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- > Occupancy claimant space
- > COVID-19 information

2. Work experience

Fill in all of the work experience you feel will be relevant to your job search. Click on **Add work experience** and do not forget to keep it up to date.

Authorized placement

100% Completion of the

Search courses

Search job offers

MI PANEL

- > My data
- > My offers
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
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- > Incidents
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- > COVID-19 information

1. General data

2. Work experience

3. Studies and other knowledge

4. Languages

5. Cards

6. Interests

REGULATED TRAINING

Add regulated training

BACHELOR / HIGHER ENGINEERING: BACHELOR'S DEGREE IN PSYCHOLOGY

Center: Middlesex University

Edit item Remove item

MASTER: LEGAL, SOCIAL AND HEALTH PSYCHOLOGY

Center: Camilo José Cela University

Edit item Remove item

MASTER'S DEGREE: UNIVERSITY MASTER'S DEGREE IN TEACHER TRAINING FOR CI SECONDARY EDUCATION AND BACCALAUREATE, PROFESSIONAL TRAINING AND L TEACHING

Center: Warwick University

Edit item Remove item

COURSES AND KNOWLEDGE

Add course / knowledge

You have not yet included any Knowledge / Course

I do not have courses and knowledge.

<< Previous section Next section >>

Next, complete the **REGULATED TRAINING** section, which refers to your studies and education. You can do this by clicking on **Add regulated training**. **Complete all sections and click Save.**

The next section is **COURSES AND KNOWLEDGE**, where you should talk about non regulated/official training. Pay attention to whether it is a course or specific knowledge that you wish to add.

Remember to **save changes** every time you add something new.

You can make changes anytime you need to by clicking **"edit item"** or delete information by clicking **"remove item"**.

Center: Warwick University

Edit item Remove item



LANGUAGES can be very important when it comes to finding a new job... make sure you add all the ones you know!



Once you are done with the languages section, your next step is to tell us about your professional licenses '**PROFESSIONAL CARDS**' such as food safety standards, health and safety, forklift license and more general driving licenses such as motorbike, car, lorry...

You can make changes anytime you need to by clicking "**edit item**" or delete information by clicking "**remove item**".

Ajuntament d'Alzira

Authorized placement agency No. 1000000004

100% Completion of the platform's test **Go out**

1. General data 2. Work experience 3. Studies and other knowledge 4. Languages 5. Cards 6. **Interests** 7. Documents

MI PANEL

- My data
- My offers
- My courses
- My renewals
- Download / request documentation
- Training course preferences

PLACEMENT AGENCY

- Our services
- Requirements for job posters
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- Occupancy dashboard space
- COVID-19 information

OCCUPATIONS OF INTEREST

Add occupation of interest

MEDIA TECHNICIANS IN HUMAN RESOURCES, IN GENERAL

Edit item Remove item

TECHNICIANS IN FOREIGN TRADE

Edit item Remove item

WORK INTERESTS

Type of working day: *

Day observations:

Geographic availability: *

Availability in KM: *

Availability to travel: *

Type of contract:

Availability Date: *

Salary:

Interests:

Accept morning shift * ☒ Yes ☐ No

Accept afternoon shift * ☒ Yes ☐ No

Accept night shift * ☒ Yes ☐ No

Accept split shift * ☒ Yes ☐ No

Accept rotating shift * ☒ Yes ☐ No

Accept holidays * ☒ Yes ☐ No

Accept self-employment * ☐ Yes ☒ No

Accept telework * ☒ Yes ☐ No

TRAINING INTERESTS

Select your training preferences:

<input checked="" type="checkbox"/> Physical and sports activities	<input checked="" type="checkbox"/> Administration and management	<input type="checkbox"/> Agrarian
<input type="checkbox"/> Graphics arts	<input type="checkbox"/> Trade and marketing	<input type="checkbox"/> Building and civil works
<input checked="" type="checkbox"/> Electricity and electronics	<input checked="" type="checkbox"/> Energy and water	<input checked="" type="checkbox"/> Mechanical manufacturing
<input type="checkbox"/> Entrepreneurship Training	<input type="checkbox"/> Training for insertion	<input type="checkbox"/> Metal and foams
<input checked="" type="checkbox"/> Languages	<input type="checkbox"/> Personal image	<input type="checkbox"/> Image and sound
<input checked="" type="checkbox"/> Food industries	<input type="checkbox"/> IT and communications	<input checked="" type="checkbox"/> Installation and maintenance
<input type="checkbox"/> Sport, tourism, culture	<input type="checkbox"/> Vehicle maintenance	<input type="checkbox"/> Oppositions
<input type="checkbox"/> Job orientation	<input type="checkbox"/> University access preparation	<input checked="" type="checkbox"/> European projects
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Sociocultural and community services
<input type="checkbox"/> Textile, clothing and leather	<input type="checkbox"/> Vehicle transport and maintenance	<input type="checkbox"/> Glass and ceramics

<< Previous section save Next section >>



We are nearly finished, you just need to tell us about your **OCCUPATIONS OF INTEREST**, as well as **TRAINING INTERESTS**.

The screenshot shows the user interface of the idea25 website. At the top, there are logos for idea25 and Ajuntament d'Alzira, along with language selection (Spanish, Valencian) and a search bar. A progress bar at the top right indicates "100% Completion of the plaintiff's file" with a green bar and a "Go out" button. Below the progress bar, a navigation menu lists seven steps: 1. General data, 2. Work experience, 3. Studies and other knowledge, 4. Languages, 5. Cards, 6. Interests, and 7. Documents. The "Documents" step is highlighted with a blue circle. On the left, there is a "MI PANEL" section with links to "My data", "My offers", "My courses", "My renewals", "Download / request documentation", and "Training course preferences". Below this is a "PLACEMENT AGENCY" section with links to "Our services", "Requirements for job bidders", "Requirements and obligations for job seekers and training", "Aid for hiring and Entrepreneurship", "Incidents", "Hours and location", "What's New", "Tutorials", "Frequently asked questions", "Occupancy claimant space", and "COVID-19 information". In the center, there is a table titled "ADDITIONAL" with columns: Title, Type, Creation date, Created, and Date of Expiry. The table contains two rows: "CURRICULUM VITAE" (Type: CURRICULUM VITAE, Creation date: 04/19/2020 03:47:03, Created: On-line, Date of Expiry: Edit, Delete) and "Demanding photography" (Type: PHOTO, Creation date: 12/15/2020 10:05:49, Created: On-line, Date of Expiry: Edit, Delete). Below the table is a button labeled "<< Previous section".



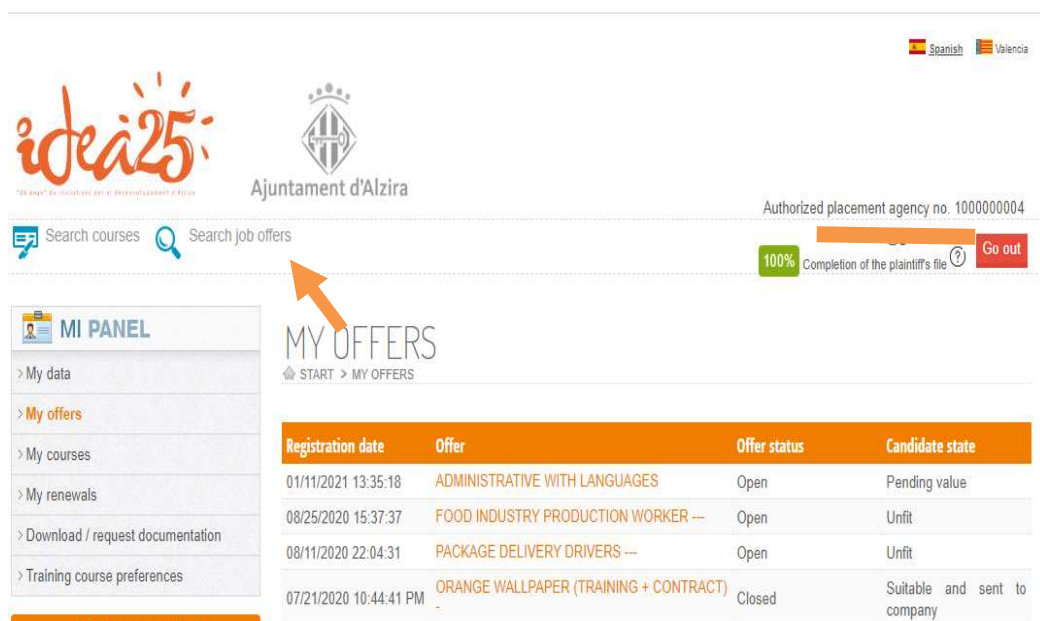
Next, you can upload your **PHOTOGRAPH** by clicking **Attach document/ Photo** so it will appear in your CV.

Once everything has been filled in, it is important that you click **SAVE** in order to finish the signing up process.

In order to know if your registration has been **successfully finished**, check that the completion percentage % appears **green**.

This screenshot is similar to the one above, but with an orange arrow pointing to the "100% Completion of the plaintiff's file" status. The progress bar is green, indicating that the registration is complete. The rest of the interface, including the navigation menu, MI PANEL, and PLACEMENT AGENCY section, is identical to the previous screenshot.

My vacancies. How can I apply to job vacancies?



Spanish Valencia

idea25
"25 anys" de iniciatives per al desenvolupament d'Alzira

Ajuntament d'Alzira

Authorized placement agency no. 1000000004

Search courses Search job offers

100% Completion of the plaintiff's file ? Go out

MI PANEL

- > My data
- > **My offers**
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

MY OFFERS
START > MY OFFERS

Registration date	Offer	Offer status	Candidate state
01/11/2021 13:35:18	ADMINISTRATIVE WITH LANGUAGES	Open	Pending value
08/25/2020 15:37:37	FOOD INDUSTRY PRODUCTION WORKER —	Open	Unfit
08/11/2020 22:04:31	PACKAGE DELIVERY DRIVERS —	Open	Unfit
07/21/2020 10:44:41 PM	ORANGE WALLPAPER (TRAINING + CONTRACT)	Closed	Suitable and sent to company

In order to apply, you must first log in with your email address and password.

Once logged in, you must click on **SEARCH JOB OFFERS**, or 'see all offers'.

Authorized placement agency no. 1000000004

100% Completion of the plaintiff's file [Go out](#)

[Search courses](#) [Search job offers](#)

MI PANEL

- > My data
- > My offers
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- > Occupancy claimant space
- + COVID-19 information

BUSCO TRABAJO

[I AM LOOKING FOR A JOB](#) [I AM LOOKING FOR WORKERS](#) [I'M LOOKING FOR TRAINING](#)

LATEST OFFERS

Date	Offer	Offer status
01/11/2021	OPERATOR / OR MACHINER FOR CITRUS WAREHOUSE ----	Open
01/11/2021	CITRUS EXPERIENCE QUALITY CONTROL STAFF ----	Open
01/11/2021	PERSONAL LOAD AND UNLOAD 15-20 KG (WITH DISABILITIES) ----	Open
01/11/2021	INDUSTRIAL ELECTROMECHANICAL ----	Open
01/11/2021	MECHANICAL - TRUCK ELECTRICIAN ---- (TEAM TRAILER)	Open
01/11/2021	BODYWORK PAINTER PLATE ---- (TEAM TRAILER)	Open
01/11/2021	CITRUS WAREHOUSE PLASTER ----	Open
01/11/2021	ACCOUNTING TECHNICIAN ----	Open
01/11/2021	CITRICOLA SECTOR FIELD TRACTOR WORKER ---	Open
01/11/2021	WAREHOUSE STAFF ---	Open

[See all offers](#)

Now that you can see all of the available vacancies, select each one of them to see the job specifications and requirements.

Authorized placement agency no. 1000000004

100% Completion of the plaintiff's file [Go out](#)

[Search courses](#) [Search job offers](#)

MI PANEL

- > My data
- > My offers
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- > Occupancy claimant space
- + COVID-19 information

OFFERS

Date	Code	Offer	Offer status
01/11/2021	2019/00055	OPERATOR / OR MACHINER FOR CITRUS WAREHOUSE -	Open
01/11/2021	2019/00259	CITRUS EXPERIENCE QUALITY CONTROL STAFF ----	Open
01/11/2021	2019/00355	PERSONAL LOAD AND UNLOAD 15-20 KG (WITH DISABILITIES) ----	Open
01/11/2021	2020/00042	INDUSTRIAL ELECTROMECHANICAL ----	Open
01/11/2021	2020/00052	MECHANICAL - TRUCK ELECTRICIAN ---- (TEAM TRAILER)	Open
01/11/2021	2020/00053	BODYWORK PAINTER PLATE ---- (TEAM TRAILER)	Open
01/11/2021	2020/00061	CITRUS WAREHOUSE PLASTER ----	Open
01/11/2021	2020/00083	ACCOUNTING TECHNICIAN ----	Open
01/11/2021	2020/00158	CITRICOLA SECTOR FIELD TRACTOR WORKER ---	Open
01/11/2021	2020/00194	WAREHOUSE STAFF ---	Open
01/11/2021	2020/00196	FIELD CONTROLLER ---	Open
01/11/2021	2020/00205	PEDOLOGIST / A-	Open
01/11/2021	2020/00216	QUALITY CONTROL TECHNICIAN IN PRACTICE--	Open
01/11/2021	2020/00302	PHYSIOTHERAPIST-	Open
01/11/2021	2020/00306	FullStack PHP + Vue Programmer	Open
01/11/2021	2021/00009	ADMINISTRATIVE WITH LANGUAGES	Open
01/11/2021	2021/00010	OPERATORS	Open
01/08/2021	2020/00288	SMELL PANELIST-	Open
01/08/2021	2020/00289	GARDENER / A-	Open
01/07/2021	2020/00283	AGRICULTURAL WORKER (TRAINING CONTRACT) -	Open
01/07/2021	2020/00284	AGRICULTURAL PAVIN DEMONSTRABLE EXPERIENCE-	Open

OFFERS

[Pre-enroll in the offer](#)

GENERAL DATA

Code: 2020/00184
Offer name: WAREHOUSE STAFF ---
Observations:

PLACEMENT AGENCY

With previous experience in the same job.
Number of posts: 1
Place of work: Municipality: Alzira, Province: Valencia
Type of working day: Complete
Schedule: EVENTUAL

REQUESTED OCCUPATIONS

=> LOADING AND UNLOADING WAREHOUSES, WAREHOUSE AND / OR SUPPLY MARKET

Note: All of the above must be met

[Back to my offers](#)

If you are interested in a vacancy and meet the selection criteria, click on **PRE-ENROL IN THE OFFER**. Once you do this, you will have applied and you will be able to follow the selection process in your 'My offers' section. This is how to do it:

MI PANEL

- > My data
- > **My offers**
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

MY OFFERS

START > MY OFFERS

Registration date	Offer	Offer status	Candidate state
01/11/2021 13:35:18	ADMINISTRATIVE WITH LANGUAGES	Open	Pending value
08/25/2020 15:37:37	FOOD INDUSTRY PRODUCTION WORKER --	Open	Unfit
08/11/2020 22:04:31	PACKAGE DELIVERY DRIVERS --	Open	Unfit
07/21/2020 10:44:41 PM	ORANGE WALLPAPER (TRAINING + CONTRACT)	Closed	Suitable and sent to company

What does it all mean?

Pending value

This means that our team has received your application and they will soon check if you meet the criteria that the advertising company has stated as essential. Until one of our team members checks your application, your status will be 'pending value'.

Suitable and sent to company

If you meet all the criteria set by the company, your status will change to SUITABLE AND SENT TO COMPANY. You will receive an email stating that your CV and contact details have been passed on.

When your status changes to **Suitable**, your CV is sent to the Company and it is they who decide whether they call you for an interview or not.

Unfit

If, on the other hand, you do not fulfil the criteria, you will receive an email stating that your status has changed to UNFIT.

My training courses

From our website, you can access all the training courses being offered at the moment. You can sign up to any course that you find interesting. Just access our employment site, look for courses and click on pre-enrol.

LATEST COURSES

Name	Category	Mode	Start date	Finish date
ERASMUS + EUROPEAN SOLIDARITY CORPS (EUROPEAN VOLUNTEER)	European projects	Face-to-face	01/01/2019	12/31/2027
ERASMUS + TRAINING COURSES (TRAINING COURSES ABROAD)	European projects	Face-to-face	01/01/2014	12/31/2027
ERASMUS + YOUTH EXCHANGES (YOUTH EXCHANGES ABROAD)	European projects	Face-to-face	01/01/2014	12/31/2027
FPE BASIC KITCHEN OPERATIONS / 2020	Hostel and Tourism	Face-to-face		
GARDEN INSTALLATION AND MAINTENANCE FPE / 2020	Agrarian	Face-to-face		
FPE KITCHEN / 2020	Hostel and Tourism	Face-to-face		
FPE BAR AND CAFETERIA SERVICES / 2020	Hostel and Tourism	Face-to-face		
ENGLISH FPE B1 / 2020	Languages	Face-to-face		

[See all courses](#)


MI PANEL

- > My data
- > My offers
- > My courses
- > My renewals
- > Download / request documentation
- > Training course preferences

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- + Occupancy claimant space
- + COVID-19 information

COURSES

START > COURSES

HOW TO REQUEST TRAINING ACTIONS

The requirements to be able to carry out any type of training will be to be registered in the IDEA Alzira Placement Agency and to be registered in the city of Alzira.

The selection of the training actions will be carried out in order of registration to said actions until the training action is completed.

Once the registered person will receive an email indicating their status in the training action:

- ACTIVE: You are enrolled in the training action.
- INACTIVE: Does not meet requirements. The type of requirement that it does not meet will be specified.
- WAITING LIST: It is in reserve of the training action. If there were any vacancies, the interested person would be contacted.

For more information [contact us](#)

LOOK FOR



Category

Type

[Look for](#)
[clean](#)

Name	Category	Mode	Start date	Finish date	State
ERASMUS + EUROPEAN SOLIDARITY CORPS (EUROPEAN VOLUNTEER)	European projects	Face-to-face	01/01/2019	12/31/2027	Developing
ERASMUS + TRAINING COURSES (TRAINING COURSES ABROAD)	European projects	Face-to-face	01/01/2014	12/31/2027	Developing
ERASMUS + YOUTH EXCHANGES (YOUTH EXCHANGES ABROAD)	European projects	Face-to-face	01/01/2014	12/31/2027	Developing
FPE BASIC KITCHEN OPERATIONS / 2020	Hostel and Tourism	Face-to-face			Provided
GARDEN INSTALLATION AND MAINTENANCE FPE / 2020	Agrarian	Face-to-face			Provided
FPE KITCHEN / 2020	Hostel and Tourism	Face-to-face			Provided
FPE BAR AND CAFETERIA SERVICES / 2020	Hostel and Tourism	Face-to-face			Provided
ENGLISH FPE B1 / 2020	Languages	Face-to-face			Provided

You will be able to follow the courses you have applied for in your 'My courses' section.





Ajuntament d'Alzira

Authorized placement agency no. 1000000004

100% Completion of the plaintiff's file [Go out](#)

[Search courses](#) [Search job offers](#)



MI PANEL

- > My data
- > My offers
- > **My courses**
- > My renewals
- > Download / request documentation
- > Training course preferences

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- + Occupancy claimant space
- + COVID-19 information

MY COURSES

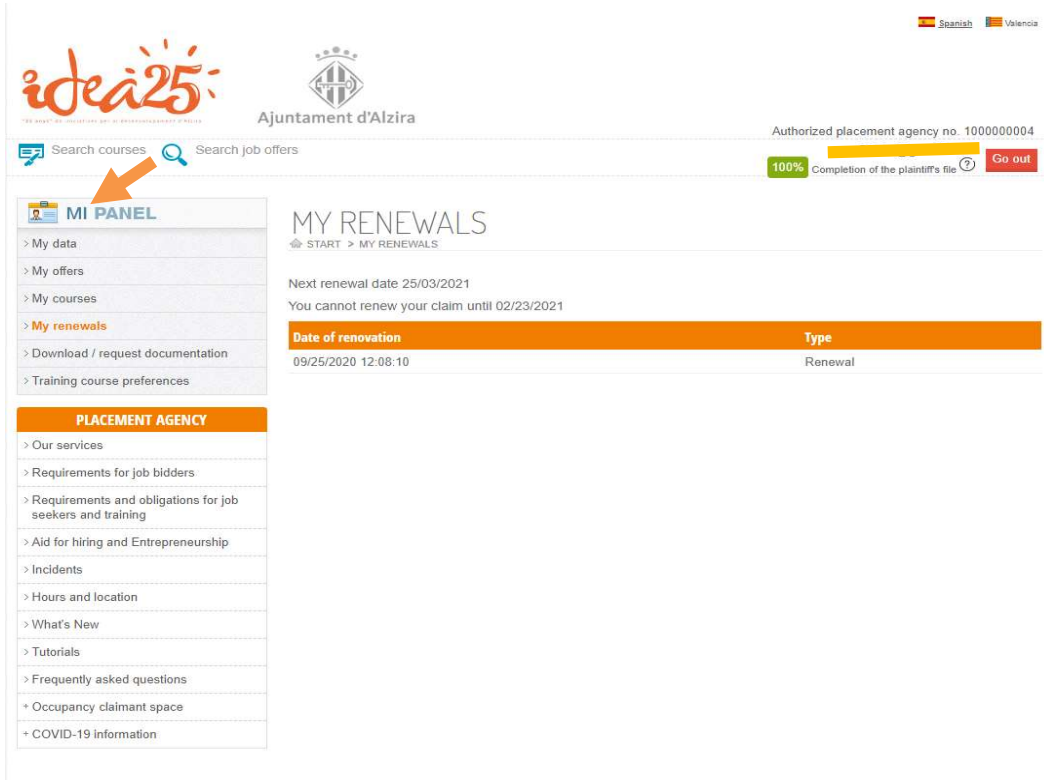
START > MY COURSES

Click on the name of the course to see more information about your registration.

Name	Mode	Start date	Finish date	F. enrollment	Registration status
SAPS: INTRODUCTION TO LIBREOFFICE CALC	On-line	11/04/2020	11/16/2020	10/28/2020 PM 2:59:19	Active
SAPS: INTRODUCTION TO LIBREOFFICE WRITER	On-line	11/04/2020	11/16/2020	10/28/2020 PM 2:59:34	Active

My renewals

Each registration expires every **6 months**, therefore, when that time goes by, you will have to RENEW it.



Spanish Valencia

idea25
"25 anys" de iniciatives per al desenvolupament d'Alzira

Ajuntament d'Alzira

Authorized placement agency no. 1000000004

Search courses Search job offers

100% Completion of the plaintiff's file Go out

MI PANEL

- > My data
- > My offers
- > My courses
- > **My renewals**
- > Download / request documentation
- > Training course preferences

PLACEMENT AGENCY

- > Our services
- > Requirements for job bidders
- > Requirements and obligations for job seekers and training
- > Aid for hiring and Entrepreneurship
- > Incidents
- > Hours and location
- > What's New
- > Tutorials
- > Frequently asked questions
- + Occupancy claimant space
- + COVID-19 information

MY RENEWALS

START > MY RENEWALS

Next renewal date 25/03/2021
You cannot renew your claim until 02/23/2021

Date of renovation	Type
09/25/2020 12:08:10	Renewal

As you can see, in the 'My renewals' section you can check the date your next renewal is due.

You should bear this in mind so your profile remains active. This is the only way you will be able to continue showing interest in new vacancies.

If you do not renew your registration after 6 months and in the future, you start looking for work again, you will need to come to Idea to re-register, since you will not be able to do it from your computer. You will need to arrange an appointment with our orientation department via our website or calling us on 962455101.

You will be reminded via email that the renewal is due 30, 5, 4, 3, 2, 1 days before and the very day your registration will become passive. You should keep an eye on your emails to avoid your status changing to passive.

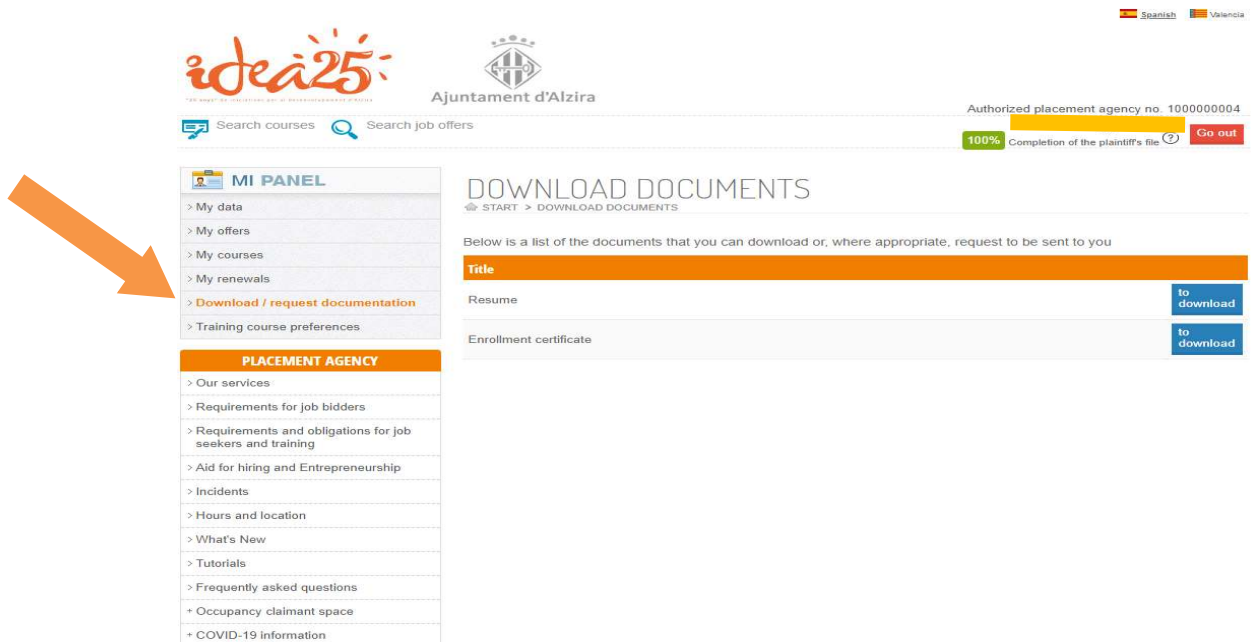
Download/request documents

Can I get an ENROLLMENT CERTIFICATE (registration certificate)?

Of course! And quite easily as well.

When you access our employment site, click on download/request documentation, find 'enrollment certificate' and click **to download**:

Also, you can **DOWNLOAD YOUR RESUME (CV)**. The document will be downloaded as a pdf.



The screenshot shows the website interface with the following elements:

- Header:** Includes the idea25 logo, Ajuntament d'Alzira logo, language flags (Spanish, Valencia), and a search bar.
- Navigation:** Search courses, Search job offers, Authorized placement agency no. 1000000004, 100% Completion of the plaintiff's file, Go out.
- MI PANEL:** A sidebar menu with links: My data, My offers, My courses, My renewals, **Download / request documentation** (highlighted with an orange arrow), Training course preferences.
- PLACEMENT AGENCY:** A section with links: Our services, Requirements for job bidders, Requirements and obligations for job seekers and training, Aid for hiring and Entrepreneurship, Incidents, Hours and location, What's New, Tutorials, Frequently asked questions, Occupancy claimant space, COVID-19 information.
- DOWNLOAD DOCUMENTS:** A section titled "Below is a list of the documents that you can download or, where appropriate, request to be sent to you". It contains a table with two rows:

Title	
Resume	to download
Enrollment certificate	to download

This is what you will see in your registration certificate (which will be in Spanish).



**Agencia de Colocación Nº
1000000004**

Ronda de Algemesi, 4
Alzira 46600 Valencia
Teléfono: 96 245 51 01
Whatsapp 672 11 49 50
orientacion@alzira.es
<http://www.idea-alzira.com>

Alzira a 15/05/2018

IDEA ALZIRA

CERTIFICA

Que Don , figura inscrito desde el
15/05/2018 en la Agencia de Colocación IDEA ALZIRA autorizada por el Servicio
Público de Empleo con el nº 1000000004.

Y para que así conste, a petición del interesado, lo firmo en Alzira a 15/05/2018
