



**Ministry of Public Health,
Social Development & Labor**
Department of Labor Affairs

Basic Requirements for placing a Vacancy Ad

In general, placement of a vacancy ad in a newspaper should show the businesses true intent in attracting the most suitable candidate. The 'suitable candidate' may be a Dutch national already in employ at another business, therefore every effort should be exerted to attract the potential employee.

The vacancy ad should therefore meet the following basic requirements:

1. Clear position title with job scope
2. Clear outline of job responsibilities
3. Overview of compensation & benefits package being offered
4. Overview of competencies required for the job
5. Overview of education requirements and years of experience required to successfully fulfill the job.
6. Attractive lay out with contact information, including emails and address.
7. A reasonable deadline for applicants to respond to the ad
8. Candidates should be asked to submit resume, original diplomas & certificates, references names, recommendation letters (all in ENGLISH).