

# Vejledning til udfyldelse af kandidatweb

I kategorien "Fagområde" skal du vælge det overordnede område, hvor du godt kunne tænke dig at arbejde. I feltet "Jobkategori" kan du angive en jobkategori inden for det valgte område. Når du har valgt Jobkategori vil du få mulighed for at angive stillingsbetegnelser (forretningsområder) som du er interesseret i.

Når du har valgt de stillingsbetegnelser der er relevante for dig, så skal du klikke på "Tilføj" boksen. Du vil herefter få mulighed for, at vælge, om du er interesseret i vikariater, faste jobs eller begge dele.

"Ordre / Job Id" feltet skal du kun bruge, hvis du søger et specifikt job som Adecco har slået op, og som har et Job id.

For at kunne lave det bedste match mellem dig og jobmuligheder har vi brug for, at du uploader et fyldestgørende CV.

Inden vi kan sende dig ud i jobs hos vores kunder, skal vi have en kopi af din straffeattest. Det er en stor hjælp for os, hvis du allerede nu uploader en straffeattest, som ikke er mere end 2 uger gammel. Du kan bestille en straffeattest via borger.dk.

Som dokumentation for din nationalitet er det en hjælp, hvis du uploader et billede af side 3 og 4 i dit pas, hvor foto og persondata fremgår.

The screenshot shows a registration form for a candidate portal. The form is divided into several sections:

- Personal Information:** Fields for Postnr. / By, Fødselsdag (Day, Month, Year), Nationalitet (Ikke oplyst), Telefonnummer (+45 (Den), Mobil/Fastnet), and Email.
- Arbejdsforhold:** A dropdown menu for Geografisk område (Midtjylland) and a link for Tilføj flere.
- Forretningsområde:** A search section with dropdowns for Fagområder (Kontor og Administ) and JobKategori (Kontor), a search box, and buttons for Nulstil and Vis. Below this is a list of job categories with checkboxes: Kontor, Receptionist (checked), Kontormedarbejder Assistent, Kundenservicemedarbejder (checked), Assistent, Projektassistent, HK Almen, Support, and Sekretær (checked). A Tilføj button is at the bottom right.
- Valgte:** Radio buttons for Vikariat and Fast job.
- Ordre / Job Id:** A text input field and a link for Tilføj flere.
- Dokumenter:** A list of documents to upload: CV, Straffeattest/Criminal record, and Kopi af pas/Copy of Passport. Each has a Choose File button and the text "No file chosen".

## Instructions for completing the candidate form

In the "Fagområder" category, select the overall industry in which you would like to work. In the field "Jobkategori" you can specify a job category within the selected industry. Once you have selected Job Category, you will have the opportunity to enter job titles (business areas) in which you are interested. Once you have selected job descriptions relevant to you, click on the "Add" box. You will then have the opportunity to choose if you are interested in temporary positions, permanent jobs or both.

The "Ordre / Job Id" field should only be used if you are looking for a specific job posted by Adecco. Apply the Job ID from the job add.

In order to make the best match between you and job opportunities, we need you to upload a complete CV.

Before we can send you out to jobs at our clients, we need a copy of your criminal record. It is of great help to us if you can upload a criminal record that is not more than 2 weeks old. You can order a criminal record certificate via [www.borger.dk](http://www.borger.dk).

As proof of your nationality, it is helpful if you upload a photo of pages 3 and 4 in your passport, where photo and personal data appear.

If you are not a citizen of EU/EEA please also upload workpermit

The screenshot shows a web form for candidate registration. The fields are as follows:

- Address \***: Text input field.
- ZIP / City \***: Two text input fields.
- Birthday \***: Three dropdown menus for Day, Month, and Year.
- Nationality**: Dropdown menu with "Not specified" selected.
- Phonenumber \***: Text input field with a dropdown for country code (+45 (Den) selected) and radio buttons for Mobile (selected) and Landline.
- Email \***: Text input field.
- Employment data**:
  - Area of work: \***: Dropdown menu with "Choose" selected and an "Add more" link below it.
- Business area**:
  - Filters: "Fagområder" (Kontor og Administ), "JobKategori" (Kontor), and "Search" (empty).
  - Buttons: "Reset" and "Show".
  - Business Areas**: A list of job categories with checkboxes:
    - Kontor
    - Receptionist
    - Kontormedarbejder Assistent
    - Kundeservicemedarbejder
    - Assistent
    - Projektassistent
    - HK Almen
    - Support
    - Sekretær
  - "Add" button.
- Selected**: Radio buttons for "Temp assignment" and "Permanent employment".
- Order / Job Id**: Text input field with an "Add more" link below it.
- Documents**:
  - CV \***: "Choose File" button, "No file chosen".
  - Straffeattest/Criminal record**: "Choose File" button, "No file chosen".
  - Kopi af pas/Copy of Passport**: "Choose File" button, "No file chosen".