****

V Z O R

Select an item.

invites applications for filling the post/..... posts

**..........job title...........**

**Characteristics of the work performed:**

* .... *a simple, clear and concise description of the main work activities, including the main competences and responsibilities* .....
* ..............
* ..............

**Required education:**

* .... *the highest degree required, or its field of study* .....
* .... *other requirements, e.g. attainment of a research degree* ....

**Professional and personal requirements:**

* .... *requirements for knowledge (professional, linguistic, etc.), experience, demonstrable results, including the conditions for their fulfilment (e.g. necessary/demonstrable and in what form/welcome/advantage...)* ....
* ..............
* ..............
* .... *requirements for the skills or qualities required to perform the job (communication, teamwork, diligence, etc.)* ....
* ..............
* ..............

**Employment relationship:**

* expected onset: ...*expected date*...
* working hours: ...*full/part-time and its scope*...
* employment contract/appointment for an indefinite/fixed term to.....
* place of work: ................................
* ...*career growth prospects (if relevant*)....

**Salary:** monthly salary depending on experience, knowledge and skills (...*amount/expected range...*) CZK

**Work benefits:**

* 5/6/8 weeks holiday
* flexible working hours
* meal allowance and pension contribution

**Required documents:**

* Application form (downloadable at http://go.slu.cz/prihlaskavr)
* professional CV
* a copy of proof of the highest level of education and academic rank attained
* a motivation letter containing all information that the candidate considers relevant to the selection procedure (*recommended for AP and VP*)
* personal questionnaire *- if relevant* (download a sample at http://go.slu.cz/Dotaznikuchazece)
* .....other-relevant-requirements....

**Selection Criteria:** (*mandatory for AP and VP only*)

* ..............
* .............

**Warning:**

The personal data of the job applicant will be processed in accordance with the relevant generally binding legal regulations, in particular the Labour Code, the Employment Act, the Act on the Processing of Personal Data, etc. The personal data thus obtained will not be disclosed or communicated to any third parties and will be used only for the purposes of the selection procedure and the eventual conclusion of an employment contract. In the event that the candidate is not offered employment, the materials sent to the selection procedure will be returned to him/her; if the materials so sent are returned to the University by the postal service as unclaimed/undeliverable mail, they will be shredded immediately thereafter. Materials received by e-mail or data mail or other similar means will be deleted and will not be backed up or otherwise archived.

Please send the requested materials in writing or by email no later than **..............** to:

Silesian University in Opava, .............................., e-mail: ....................................