

## **Information Leaflet “Job Applications “**

We are very glad that you are interested in working for the Municipal Government of the City of Linz! The following information is provided to support you in applying for a municipal government job.

### **Job offers**

You can find out which positions are currently available either:

- On the Internet at „<https://jobs.linz.at/Jobs>“.
- By subscribing to our newsletter at the aforementioned Internet address.
- In the Official Journal of the City of Linz.
- By calling +43 732 7070 1295.

### **Application documents**

Please send us the following documents together with your application form, either on paper or electronically:

- Resume (curriculum vitae)
- A certificate of completed apprenticeship or the school leaving certificate or diploma for the highest level of school or university education you have completed
- Letter of motivation (only for applicants who have a “Matura” or college education)

Further documentation, e.g. course certificates, employer’s references, etc. are only needed if the applicant is invited for a job interview.

### **Unsolicited applications**

We prefer applications for concrete positions that we are offering.

If you submit an unsolicited application, we will keep it on file and take it into consideration for one year. You should, however, still check our current job offers and also directly apply for any position you are interested in (in person, by telephone or by email).

Tip: If you register to receive our job newsletter, you will be regularly informed of our job openings.

### **Deadlines**

Please remember that we can only consider applications that we receive before the deadline.

### **General**

Women are accorded preference by the Municipal Government if they have equal qualifications.

We are also pleased to receive applications from persons with immigrant backgrounds if they have an adequate command of written and spoken German.

To evaluate your German language skills you can find an online test at „[www.sprachtest.de/einstufungstest-deutsch](http://www.sprachtest.de/einstufungstest-deutsch)“. For jobs in the skilled trades sectors, we require a command of German at the A2 level; in the administrative area, C2 level German language skills are necessary.

### **Contact**

The contact persons mentioned in the respective job offers will gladly answer any questions you have.

For general information please consult our personnel recruiting team:

Tel: +43 732 7070 1295

Fax:+43 732 7070 1180

Old City Hall, Hauptplatz 1, 4020 Linz, Room 308,

E-Mail: [bewerbungen@mag.linz.at](mailto:bewerbungen@mag.linz.at)