



Stefan Matz  
Catering Consultancy Ltd

### **Summary of Your Recruitment Journey to a New Job and a Career in Ireland:**

1. **Contact us** by email or by phone
2. Send us all relevant **documentations** as outlined on the Document Checklist
3. **Interview with us** by phone
4. **Suggestion of suitable jobs and employers** provided by us to you
5. **Interview process with employers** selected by you
6. **Job offer and contract** following a successful interview process
7. **Acceptance of job offer** by you
8. Agreement to **suitable dates** for travelling
9. **Transport to employer and begin of your new job**

### **Our Recruitment Services to you:**

- **Job Placement** according to your skills, knowledge, experience and interest
- **Collection from airport** at agreed date & time
- **Ongoing coaching**

### **What would be required from you:**

- Commitment to work in Ireland for a minimum of 6 to 12 months unless otherwise agreed
- Agreement to use our recruitment services to find a suitable job
- Eligible to work within the EU
- Basic or intermediate English skills are a benefit or a requirement for certain jobs

### **To apply we would require the following documents from you:**

- Your **Full CV in English**. Please visit the following webpage for guidelines and templates: <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>  
We may also be able to process your CV in your own language, if required
- A scanned copy of your **Passport or National ID** to show your eligibility to work within the EU
- A completed **Interest Summary Form** as we will send it to you
- 2 written **References** in English or even in your home language or alternatively **2 Contacts** who we can contact with your permission for verbal references
- Any **qualification documents** which may support your application with any future potential employer

Please contact us by phone or email for further info. You may also visit our webpage at [www.stefanmatz.com](http://www.stefanmatz.com)

Stefan Matz

Tel: +353 87 067 4807

Email: stefan@stefanmatz.com or caroline@stefanmatz.com