

**Appendix D**

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| **Requests for job placement and/or job shadowing**  |
| Request submitted by: |   |
| On behalf of (if applicable): |   |
| **Request to conduct (tick accordingly):** |
| Job Placement |   |
| Job Shadowing |   |
| **Researcher/s Details:** |
| ID Number: |   |
| Name: |   |
| Surname: |   |
| Telephone/Mobile number: |   |
| Postal Address: |   |
| Email address: |   |
| **Explain the reason for your request:** |
|   |
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| **Job Shadow/Job Placement request information:** |
| Department name/area of interest: |
|   |
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| Occupation/s chosen: |   |
|   |
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| Requested date/s: |   |
| Proposed length of experience (in hours): |   |
| **What learning objectives do you intend to reach through the job placement/job shadowing:** |
|   |
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| **Request for Statistical Data (if applicable)** |
| Research title: |
| Statistical information required from Jobsplus: |
| **Request to access Jobsplus clients and/or Jobsplus employees for research purposes (if applicable)** |
| Research Title: |
| Purpose of Research *(Describe the reason for carrying out your research or attach an existing research proposal)* |
| Which target group you wish to access? Jobsplus clients and/or Jobsplus employees |
| Information required from Jobsplus through interviews/questionnaire: |
| Method of research: |
| Sampling description (including sampling population and sample size): |
| List of client and/or Jobsplus staff which the researcher wishes to access: |
| To provide finalized analysis by: |
| **Submission of Thesis/ Research Analysis to Jobsplus after accessing Jobsplus clients and/or Jobsplus employees** |
| When the analytical study/report is finalized, a maximum period of one month is being provided for the researcher to provide the Labour Market Analysis Unit with a copy of the finalized analysis/report (either a soft copy to: research.jobsplus@gov.mt, or a hard copy to: Jobsplus, Head Office, Labour Market Analysis Unit, Hal Far Road, Hal Far, BBG 3000). |
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| **Publication of thesis/analysis**  |
| *When including data/information collected from Jobsplus, the researcher must include the following disclaimer in his/her study:“The responsibility for the opinions expressed in this publication rests solely on the author(s), and the publication does not constitute an endorsement by Jobsplus of theopinions expressed in it‟.* |
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| **Declaration by researcher :** |
| *“I hereby declare that all information provided in this information form is true and correct. I agree to abide by the policies outlined by Jobsplus. All information requested is to be utilized solely for research purposes”.* |
| Signature: |
| Date: |
| **Declaration by Company Director (if applicable)** |
| *"I hereby declare that all information requested is to be utilized by the researcher for research purposes in relation to his/her studies".*  |
| *Name of Company Director:* |  |
| Director’s Name and Surname: |  |
| Director’s contact numbers/email address: |   |
| Date: |   |
| Director’s Signature: |   |
| Rubber Stamp: |  |