|  |  |  |
| --- | --- | --- |
| ABTGsm  |  |  **DATE RECEIVED**: (17-Sep-19) DATE DRAFTED: (17-Sep-19) Insert Photograph |
|  |
| EuropassCurriculum vitae |   |
|  |  |
| Personal information |  |
|  |  |
| First name(s) / Surname(s)  | First name(s) Middle Name (initial) Surname(s) (as is written on the applicants passport) |
| Address(es) | House number, street name, postcode, city, country  |
| Telephone(s) | (Including country code) | Mobile: | (Including country code) |
|  |  |  |  |
| E-mail | (remove if not relevant) Skype: |
|  |  |
| Nationality | (and indicate nationality at birth if different from present nationality) |
|  Marital StatusDependents & age and their nationality(s)Smoker or Non-smoker |  (single, engaged, married, divorced / separated, widowed)- (For taxation purposes only)(remove if not relevant)(Yes or No) – some positions are in regions where smoking is not permitted |
|  |  |
| Date of birth | (dd-mmm-yy) numbers / letters / numbers |
|  |  |
|  |  |
| Desired employment / Occupational field | (remove if not relevant) |
|  |  |
| Reference of position being applied for |  |
| Work Experience |  |
| Dates | Add separate entries for each relevant post occupied, starting from the most recent. Accuracy is very important and all dates and companies will be checked  |
| Occupation or position held |  |
| Main activities and responsibilities |  |
| Name and address of employer |  |
| Type of business or sector |  |
|  |  |
| Education and Training |  |
|  |  |
| Dates | Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant)  |
| Title of qualification awarded |  |
| Principal subjects/occupational skills covered |  |
| Name and type of organisation providing education and training |  |
| Level in national or international classification | (remove if not relevant) |
|  |  |
| Personal skills & competences |  |
|  |  |
| Mother tongue(s) | Specify mother tongue (if relevant add other mother tongue(s) |
|  |  |
| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| Language |  |  |  |  |  |  |  |  |  |  |  |
| Language |  |  |  |  |  |  |  |  |  |  |  |
|  | (\*) Common European Framework of Reference for Languages |
|  |  |
| Social skills and competences | Replace this text by a description of these competences and indicate where they were acquired.  |
|  |  |
| Organisational skills and competences | Replace this text by a description of these competences and indicate where they were acquired.  |
|  |  |
| Technical skills and competences | Replace this text by a description of these competences and indicate where they were acquired.  |
|  |  |
| Computer skills and competences | Replace this text by a description of these competences and indicate where they were acquired.  |
|  |  |
| Artistic skills and competences | Replace this text by a description of these competences and indicate where they were acquired.  |
|  |  |
| Other skills and competences | Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant) |
|  |  |
| Driving licence | State here whether you hold a driving licence and if so for which categories of vehicle.  |
|  |  |
| Health information | Many positions in the company require that the selected candidate be capable of repeatedly lifting 20kg items and undertake strenuous activities and exercise and work in hot, humid and dusty atmospheres for extended periods of time. If candidates know that this is the case for the position they are applying for we kindly request that an outline of any health issues that may influence their undertaking of these jobs is made. A declaration will not necessarily exclude candidates from the position if the interviewing panel consider that other provisions can be made. |
|  |  |
| Additional information | Include here any other information that may be relevant, for example other skills such as SCUBA diving, yacht / power-boat licence, electrical skills etc. |
| ReferencesCovering Letter | List the names and contact points of at least two (2) persons who are aware that you have listed them as a reference point. All references will be checked by our HR department through email and phone.List any items attached. (Remove heading if not relevant) |
| Declaration  | By submitting this CV, you hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned information.  |
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