PLEASE USE THIS TEMPLATE FOR SUBMITTING CANDIDATE CVS

APPENDIX

CURRICULUM VITAE TEMPLATE

I. Personal information

- Family name(s)
- First name(s)
- Gender
- Date and place of birth
- Nationality(ies)

II. Relevant qualifications summary[1] (200 words maximum)

III. Current professional activity (200 words maximum)

- Start date
- Name of employer
- Sector of activity
- Occupation or position held
- Main activities and responsibilities

IV. Relevant previous professional activity(ies)[2] (600 words maximum)

- Dates
- Name of employer
- Sector of activity
- Occupation or position held
- Main activities and responsibilities
  - at national/local level
  - at international level

V. Other relevant activities[3] (200 words maximum)

- Dates
- Name of organisation/body
- Sector of activity
- Position held
- Main activities and responsibilities
  - at national/local level
  - at international level

1 Please provide a summary of your qualifications relevant for CPT membership, with a particular emphasis on your field(s) of expertise and experience at international, national and local levels.

2 Add separate entries for the most relevant professional activities, starting from the most recent.

3 Add separate entries for the most relevant activities outside your principal professional activity, starting from the most recent.

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VI. Education/training[4] (200 words maximum)

• Dates
• Title of qualification awarded
• Principal subjects/occupational skills covered
• Name and type of organisation

VII. Publications[5] (350 words maximum)

VIII. Computer skills

• Software packages[6]
• Other IT skills and competences[7]

IX. Information about availability to serve the CPT effectively[8]

X. Information about any potential conflict of interest[9]

XI. Language skills[10]

Mother tongue					
	Understanding		Speaking		Writing
Language	Listening	Reading	Spoken interaction	Spoken production	Writing skills
a. Official languages					
English					
French					
b. Other languages					

INFORMATION FOR ADMINISTRATIVE USE ONLY:

Complete address (No, Street, Postal Code, Town, Country)**:**

Telephones:
Professional:
Personal *(optional)*:
Mobile *(optional)*:

E-mail:

4 Add separate entries for the most relevant courses you have completed, starting from the most recent.
5 Please list recent relevant publications, starting from the most recent, but not more than 10.
6 Please indicate the software packages you are familiar with.
7 Please specify any other IT skills and competences.
8 Please indicate in particular if you can be available for the Committee for approximately 40 days or more per year.
9 Please indicate how, if elected, your current position or function may give rise to a real or perceived conflict of interest and if you are prepared to relinquish that position or function once elected.
10 Please provide a self-assessment of your level in languages other than your mother tongue using the Common European Framework of Reference for Languages: Self-assessment Grids (CEFR)

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