



Form-A. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	:	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>			
2	NAME OF PERSON	:	<i>[state full name]</i>			
3	DATE OF BIRTH	:	<i>[dd/mm/yy]</i>			
4	NATIONALITY	:				
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	:	<i>[state rank and name of society and year of attaining that rank].</i>			
6	EDUCATION	:	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>			
7	OTHER TRAINING	:	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>			
8	LANGUAGES & DEGREE OF PROFICIENCY	:	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
			<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE :					
10	EMPLOYMENT RECORD	:	<i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i>			
	<i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>		<i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>			
	EMPLOYER 1		FROM: <i>[e.g. January 1999]</i>		TO: <i>[e.g. December 2001]</i>	
	EMPLOYER 2		FROM:		TO:	
	EMPLOYER 3		FROM:		TO:	
	EMPLOYER 4 (etc.)		FROM:		TO:	
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	:	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>			
12	COMPUTER SKILL	:				



CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			