

**EUROPEAN
CURRICULUM VITAE
FORMAT**



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Address

[House number, street name, postcode, city, country]

Telephone

Fax

E-mail

Nationality at birth

Present nationality

Date of birth [Day, month, year]

Place of birth

Sex

Male ☐

Female ☐

Marital status

Single ☐

Married ☐

Widowed ☐

Divorced ☐

Separated ☐

Dependants

Name

Date of birth [Day, month, year]

Relationship

WORK EXPERIENCE

[Add separate entries for each relevant post occupied, starting with the most recent.]

• Dates (from – to)	
• Name and address of employer	
• Type of business or sector	
• Occupation or position held	
• Main activities and responsibilities	

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EDUCATION AND TRAINING

[Add separate entries for each relevant course you have completed, starting with the most recent.]

• Dates (from – to)	
• Name and type of organization providing education and training	
• Principal subjects/occupational skills covered	
• Title of qualification awarded	
• Level in national classification (if appropriate)	

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PERSONAL SKILLS AND COMPETENCES <i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i>						
MOTHER TONGUE						
OTHER LANGUAGES		[Indicate level: excellent, good, basic.]				
[Specify language]						
• Reading skills						
• Writing skills						
• Verbal skills						
SOCIAL SKILLS AND COMPETENCES <i>Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.</i>		[Describe these competences and indicate where they were acquired.]				
ORGANISATIONAL SKILLS AND COMPETENCES <i>Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.</i>		[Describe these competences and indicate where they were acquired.]				
TECHNICAL SKILLS AND COMPETENCES <i>With computers, specific kinds of equipment, machinery, etc.</i>		[Describe these competences and indicate where they were acquired.]				
ARTISTIC SKILLS AND COMPETENCES <i>Music, writing, design, etc.</i>		[Describe these competences and indicate where they were acquired.]				
OTHER SKILLS AND COMPETENCES <i>Competences not mentioned above.</i>		[Describe these competences and indicate where they were acquired.]				
DRIVING LICENCE(S)						
Page 4 - Curriculum vitae of [SURNAME, other name(s)]						

ADDITIONAL INFORMATION	[Include here any other information that may be relevant, for example contact persons, references, etc.]
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ANNEXES	[List any attached annexes.]
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