**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

**1. Proposed Position:**

**2. Name of Firm:**

**3. Name of Staff: [Insert full name]:**

**4. Date of Birth:**

**5. Nationality:**

**6. Education: [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of acquiring]:**

**7. Membership of Professional Associations:**

**8. Other Training:**

**9. Work Experience in States [List States where staff has worked in the last ten years]:**

**10. Languages: [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:**

**11.Employment Record:[Starting with present position, list in reverse order every**

**employment held by staff member since graduation giving details for each employment (see format here below): dates of employment, name of employing organization, positions held.]: From[Year]: To[Year]: Authority: Position held:**

|  |  |  |
| --- | --- | --- |
| **Dates of employment**  **From[Year]: To[Year]** | **Name of employing organization** | **Positions held** |
|  |  |  |

**12. Detailed Tasks Assigned: [List main tasks]**

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Amongst the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff’s capability to handle the tasks listed under point12.]**

**Name of Assignment/job or project:**

**Year:**

**Location:**

**Authority:**

**Main features of Assignment:**

**Positions held: Activities performed:**

**14. Certification: I, the undersigned, certify that 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.**

**-----------------------------------------------------------------Date: --------------------------**

**[Full name & Signature] Day/Month/Year**