Ref. Ares(2017)1632171 - 27/03/2017

Annex VI to Invitation to Tender N° SANTE/2017/F6/014

MODEL CURRICULUM VITAE

PERSONAL INFORMATION	
Name	**[SURNAME/FIRST NAME(S)]**
Address	**[Number, street, postcode, city]**
Telephone	**[MOBILE AND/OR LAND LINE]**
E-mail	
Nationality	
Date of birth	[day/month/year]
Mother tongue (= teaching language)	
WORK EXPERIENCE	
• Date (from month, year to month, year)	[Add **separate entries** for each relevant work experience, starting with the most recent. Focus in particular on your experience in teaching your **mother tongue to adults**]
• Hours per week? Full-time, half-time or part-time?	[Write '**Full-time**[1]', '**Half-time**' or '**Part-time**']
• Name and address of employer	
• Type of business or sector	
• Occupation or position held	
• Main activities and responsibilities	
• Number of years and months teaching your mother tongue to adults on a full-time basis	

	Years	Months
• Total number of years and months teaching your mother tongue to adults on a full-time basis	**Years**	**Months**

EDUCATION – QUALIFICATIONS	
• Date (from month, year to month, year)	[Add **separate entries** for each course you have completed, starting with the most recent.]
• Title of qualification awarded	
• University diploma in the field of languages?	[Answer '**Yes**' or '**No**']
• Name and type of educational establishment	
• Principal subjects/occupational skills	

[1] Full-time = 20 hours of teaching per week

covered	
ADDITIONAL TRAINING	
• Date (from month, year to month, year) • Title of qualification awarded • Name and type of educational establishment • Principal subjects/occupational skills covered	[Add **separate entries** for each course you have completed, starting with the most recent.]
KNOWLEDGE OF LANGUAGES	
MOTHER TONGUE	**[Indicate mother tongue]**
OTHER LANGUAGE(S)	**[Indicate the language]**
Reading/writing/spoken	[Indicate level: excellent, good, basic – CEFR levels]
SKILLS AND COMPETENCES – ADDITIONAL INFORMATION	

Date and signature of trainer and Contractor,
preceded by the handwritten words ‘read and approved’

Attachments: copy of the required qualification (diplomas, certificates, etc.)