

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Address

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

Telephone

Fax

E-mail

Nationality

Date of birth

[Day, month, year]

WORK EXPERIENCE

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

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

EDUCATION AND TRAINING

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

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

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

[Specify mother tongue]

OTHER LANGUAGES

[Specify language]

- Reading skills
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic.]

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[Indicate level: excellent, good, basic.]

SOCIAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*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.*

ORGANISATIONAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

TECHNICAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

ARTISTIC SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

Music, writing, design, etc.

OTHER SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

Competences not mentioned above.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons,
references, etc.]

ANNEXES

[List any attached annexes.]

Miejscowość, dnia

.....
(imię i nazwisko)

.....
(adres zamieszkania)

.....
(kod pocztowy)

W związku z ubieganiem się o zatrudnienie za granicą, w ramach sieci EURES, ja niżej podpisany/a oświadczam, że:

a) wyrażam dobrowolnie zgodę na przetwarzanie moich danych osobowych zawartych w **formularzu CV** zgodnie z przepisami art.23 ustawy z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz.U. z 2002 r. nr101, poz.926 z późn. zm.), przez **Powiatowy Urząd Pracy w, ulica** do celów pośrednictwa pracy

moja zgoda obejmuje również przetwarzanie danych, o których mowa w pkt a, w przyszłości pod warunkiem, że nie zostanie zmieniony cel przetwarzania, a także ich udostępnianie potencjalnym pracodawcom, doradcom EURES z krajów Europejskiego Obszaru Gospodarczego i organom administracji publicznej uczestniczącym w dokonywaniu naboru pracowników,

b) zostałem/am poinformowany/a o prawie dostępu do treści swoich danych osobowych oraz ich poprawiania, przetwarzanych przez **Urząd Pracy w, ulica**

.....
(podpis)