

Form . Key Personnel Details

Template for Curriculum Vitae for Proposed Key Personnel

CURRICULUM VITAE (CV)

Personal details:

Position Title	
Name of Organization	
Name of Staff	Full name
Date of Birth:	Date/month/year
Citizenship	
Permanent Address	
Contact no.	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Degree	Major Subjects	Educational Institutions	Passed out year

Employment record relevant to the assignment: Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, type of employment (full time or part time), summary of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not demand to be included.

Period	Employing organization and your title/position. Contact information for references	Work Location (Province, District/ <i>Palika</i>)	Name of Donor (if it was donor funded project)	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	Job title: Name of Employer: Contact of Employer:	Duty station:		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed tasks planned to assign to the staff:	Reference to prior work/assignments that best illustrates capability to handle the assigned tasks under this project

contact information :(e-mail.....) and phone (.....)

Certification:

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date: _____
Day/Month/Year