**Template of Curriculum Vitae (CV) for the Individual Consultants**

Advertisement reference no (If any):

1. Position Applied for: [From the REOIs, state the position].

2. Name of Applicant: [state full name in block letter]

3. Mailing Address& Cell no. :

4. Contact Address:

5. Date of Birth:

6. Nationality:

7. Education:

[State name of the degree,name of the institution, year of passing, division/class/grade]

8. Membership of Professional Associations:

 [state rank and name of society and year of attaining that rank].

9. Training attended:

10. Computer literacy:

11. Languages:

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
|  |  |  |  |

12. Employment Record:

**i**. [starting with present position list in reverse order every employment held and state the start and end dates of each employment]

ii. [The Consultant should clearly distinguish whether as an “employee/staff” of the organization or as a “Consultant” or “Advisor” of the organization].

iii. [The Consultant should clearly indicate the position held and give a brief description of the duties in which the Consultant was involved].

|  |  |  |
| --- | --- | --- |
| **From [dd/mm/yy] To [dd/mm/yy]** | **Positions held and responsibility** | **Employer** |
|  |  |  |

13. Work undertaken that best illustrates capability to handle the tasks applied for and motivation for application

[Among those previous assignments performed that best illustrate and fit to handle the tasks for the positions applied for.]

14. Reference:

[Applicants may state at least two referees with full address and cell number]

15. Any other information other than above may be included here.

 [e.g. publication, other skills etc.]

16. CERTIFICATION [Please do not amend this certification].

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| I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly describes myself, my qualifications, my experiences and my skills. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. Signature  |
| Date of Signing | Day / Month / Year |