Secretariado da Presidência

De: Cirep <cirep@sec-geral.mec.pt>
Enviado: sexta-feira, 12 de Agosto de 2016 12:45
Assunto: Divulgação do Programa de Estágios Estruturais (NEPT - 2017)
Anexos: Circular n.º Of-C (10(2016)CIREP.pdf; Programa de Estágios Estruturais (NEPT-2017).pdf

Exmo. (a). Senhor(a)

Para efeitos de divulgação anexa-se o oficio circular n.º C/10/2016/CIREP, referente à " Divulgação do Programa de Estágios Estruturais (NEPT - 2017)"

/AC

Com os melhores cumprimentos

Preciosa Pais
Chefe de Divisão

A DRH.
Divulgar entre os colaboradores da ESEL (não docentes)
30/8/16

Secretaria-Geral da Educação e Ciência

Centro de Informação e Relações Públicas - **CIREP**
Av.ª 5 de Outubro, 107, 1069-018 Lisboa
Tel: 21 781 16 90
Fax:21 797 80 20
cirep@sec-geral.mec.pt

Conhece os nossos serviços?
Boletim Informativo
Centro de Caparide
Informação do Sistema Educativo

Divulgar do site do RH na página ESEL.
30.8.2016

ESCOLA SUPERIOR DE ENFERMAGEM DE LISBOA
ENTRADA
Nº: 4563/DGEA
DATA: 12/8/16 REFERÊNCIA:

Secretaria-Geral da Educação e Ciência

Exmos (as). Senhores
Reitores das Universidades Públicas,
Presidentes dos Institutos Politécnicos Públicos,
Presidentes das Escolas Superiores
Politécnicas não integradas

Sua Referência	Sua Comunicação	Nossa Referência	Data
		Circular n.º: OF-C/10/2016/CIREP	9-08-2016

Assunto: Programa de Estágios Estruturais (NEPT - 2017)

Solicita-nos a Direção-Geral dos Assuntos Europeus do Ministério dos Negócios Estrangeiros, a divulgação da informação relativa ao Programa de Estágios Estruturais Junto da Comissão Europeia para Funcionários das Administrações Nacionais (NEPT-2017).

Com os melhores cumprimentos,

O Secretário-Geral da Educação e Ciência,

- Raúl Capaz Coelho -

/AC

Av. 5 de Outubro, 107
1069-018 Lisboa - Portugal
Tel.: (351) 21 781 16 00
Fax: (351) 21 797 80 20

www.sec-geral.mec.pt
e-mail: geral@sec-geral.mec.pt
e-mail: cirep@sec-geral.mec.pt

Palácio das Laranjeiras
Estrada das Laranjeiras, 205
1649-018 Lisboa - Portugal
Tel.: (351) 21 723 10 00

SGMEC – Entrada Nº 7402/2016 Data: 03-08-2016 17:19

S. R.

MINISTÉRIO DA CIÊNCIA, TECNOLOGIA E ENSINO SUPERIOR

GABINETE DO MINISTRO

Exmo. Senhor
Secretário-Geral da
Educação e Ciência
Dr. Raúl Capaz Coelho
Av. 5 de Outubro 107
1069-018 LISBOA

Sua referência:	Sua comunicação de:	Entrada n.º / Data	Processo	Número do ofício	Data
		3340 27-07-2016	5.2/02.755	00002044 16-08-03	

ASSUNTO: **PROGRAMA DE ESTÁGIOS ESTRUTURAIS JUNTO DA COMISSÃO EUROPEIA PARA FUNCIONÁRIOS DAS ADMINISTRAÇÕES NACIONAIS (NEPT-2017)**

Junto remeto cópia de um *e-mail*, de 26 de julho de 2016, e respetivos anexos, enviado pela Direção-Geral dos Assuntos Europeus do Ministério dos Negócios Estrangeiros, solicitando a V. Exa. se digne promover a divulgação adequada ao seu conteúdo pelos organismos do Ministério da Ciência, Tecnologia e Ensino Superior.

Com os melhores cumprimentos,

P/ A Chefe do Gabinete

Carolina Rêgo Costa
Emília Neves

ANEXO: O referido

sp

Estrada das Laranjeiras, 205
1649-018 LISBOA

Telefone: 217 231 000
Nas respostas indicar sempre a nossa referência

Maria José Miguel

De: Endereço Institucional INS [mailto:ins@mne.pt]
Enviada: 26 de julho de 2016 17:42
Para: Vasco Pereira da Silva; Filipa Carriço; Salomé Valente; Gabinete SEAPM; 'paula.barros@camoes.mne.pt'; 'paula.lopes@camoes.mne.pt'; 'joaquim.neves@camoes.mne.pt'; 'helena.malcata@portugalglobal.pt'; 'monica.moutinho@portugalglobal.pt'; Beatriz Esperança; Inês Marinho; Gab Sec Est PCM; 'dg@gpeari.min-financas.pt'; 'dpe@gpeari.min-financas.pt'; 'gog@gpeari.min-financas.pt'; 'gpeari@gpeari.min-financas.pt'; 'teresa.paulo@defesa.pt'; 'mafalda.siqueira@defesa.pt'; 'dgpdn@defesa.pt'; 'ricardo.carrilho@sg.mai.gov.pt'; 'mmfranco@sg.mai.gov.pt'; 'rgrilo@sg.mai.gov.pt'; 'relacoes.internacionais@sg.mai.gov.pt'; 'miguel.romao@mj.gov.pt'; João Freire; Graça Pereira; Luísa Anselmo; Gabinete Sec. Est. Adj. Justiça; José Barão; Marcelo Carvalho; Gabinete Ministro MADJ; 'fernanda.heitor@gepac.gov.pt'; 'lurdes.camacho@gepac.gov.pt'; GEPAC; 'geral@gepac.gov.pt'; Teresa Tavares; Alexandra Frazão; Gab. Min. Tec. Ensino Superior; 'ana.mateus@dges.mec.pt'; 'ana.quartin@fct.pt'; Lino Miguel Teixeira; Gab Min Educação; 'janine.costa@sec-geral.mec.pt'; 'geral@sec-geral.mec.pt'; 'odete.severino@gep.msess.pt'; 'gep@gep.msess.pt'; 'evafalcao@dgs.pt'; 'anacorreia@dgs.pt'; 'duarte.rodrigues@adcoesao.pt'; 'agencia@adcoesao.pt'; 'magda.monteiro@dgae.min-economia.pt'; 'filipa.santos@dgae.min-economia.pt'; 'artur.lami@dgae.min-economia.pt'; 'luis.campos@dgae.min-economia.pt'; 'assuntos.ue@dgae.min-economia.pt'; 'alexandra.carvalho@sg.mamb.gov.pt'; 'telma.branco@sg.mamb.gov.pt'; 'sg@sg.mamb.gov.pt'; 'eduardodiniz@gpp.pt'; 'margaridavaz@gpp.pt'; 'cristinavasques@gpp.pt'; 'geral@gpp.pt'; 'msequeira@dgrm.mam.gov.pt'; 'susanas@dgrm.mam.gov.pt'; 'dgrm@dgrm.mam.gov.pt'; 'celia.ma.azevedo@azores.gov.pt'; 'bruno.ml.correia@azores.gov.pt'; 'ssrpre@azores.gov.pt'; 'bruno.pereira@gov-madeira.pt'; 'iolandarodrigues@gov-madeira.pt'; 'secretariado.draece@gov-madeira.pt'; 'draece.srape@gov-madeira.pt'; 'jose.albuquerque@gep.msess.pt'
Cc: Pedro Monteiro; Mafalda Groba Gomes; Luísa Medeiros
Assunto: Programa de Estágios Estruturais junto da Comissão Europeia para Funcionários das Administrações Nacionais (NEPT – 2017)

Boa tarde,

Foi anunciado pela Direção Geral de Recursos Humanos e Segurança da Comissão Europeia o lançamento do primeiro exercício de estágios estruturais de 2017 tendo sido atribuídos a Portugal, nesta fase, 6 lugares.

Neste primeiro exercício estão previstos dois períodos de estágio, o primeiro a iniciar em 1 de março e o segundo a 16 de março de 2017. Os estágios podem ter a duração de 3, 4 ou 5 meses.

Como é habitual a Comissão não incorre em quaisquer custos com estes estágios, o que significa que as Administrações nacionais, regionais ou locais são responsáveis pelo pagamento dos vencimentos, viagens e ajudas de custo dos respetivos funcionários que são selecionados para efetuar o estágio.

Os potenciais interessados deverão apresentar as suas candidaturas **até dia 26 de setembro 2016** através do envio, para o endereço eletrónico candidaturas.europeias@mne.pt do formulário anexo devidamente preenchido, de um CV em formato EUROPASS e de uma carta / autorização de candidatura assinada pelo superior hierárquico com competência para autorizar o destacamento. **Só serão consideradas as candidaturas recebidas por esta via.**

Importa referir que os candidatos não podem ter previamente beneficiado de qualquer contrato, emprego ou estágio numa instituição europeia.

Solicita-se a mais ampla divulgação possível nesse Ministério/Região autónoma do programa referido e remete-se em anexo informação adicional e os elementos necessários ao processo de candidatura, com especial destaque para o modelo de carta de autorização.

Com os melhores cumprimentos

3340 27/07/2016
5.2/02.755

Direção Geral Assuntos Europeus
Ministério dos Negócios Estrangeiros
Tel: 21 393 56 02/14 / Fax: 21 393 55 87

S. R.

MINISTÉRIO DOS NEGÓCIOS ESTRANGEIROS
Direcção-Geral dos Assuntos Europeus

Modelo de carta de autorização

(Timbre do Ministério setorial)

Exmº Senhor
Diretor Geral dos Assuntos Europeus

Relativamente ao pedido apresentado pelo(a) Dr(ª) ..... para participar no programa de Peritos Nacionais Destacados / Estágios Estruturais na Comissão / ERASMUS para a Administração Pública, candidatando-se à vaga aberta na Comissão Europeia [ou outra Instituição Europeia], a partir do dia ..... de ..... de 2014, venho por este meio comunicar a autorização e o apoio deste Ministério / Direção Geral / Instituto a esta candidatura, bem como o nosso compromisso de manutenção dos respetivos salário, vínculo laboral e direitos sociais (em particular em matéria de Segurança Social e Pensão de Reforma), de acordo com o regime jurídico aplicável ao destacamento de Peritos Nacionais e Peritos Nacionais em formação, estabelecido na Decisão da Comissão C(2008)6866, de 18/11/08.

Mais declaro que se afigura possuir o candidato as capacidades técnicas, profissionais e linguísticas adequadas à frequência do referido programa.

Com os melhores cumprimentos,

O Diretor-Geral / Secretário Geral /Presidente

Palácio da Cova da Moura, Rua da Cova da Moura, 1
1350-115 Lisboa
Telefone: (00 351) 21 393 55 00 Fax: (00 351) 21 395 45 39/40/41/42

PROGRAM FOR NATIONAL EXPERTS IN PROFESSIONAL TRAINING (NEPT)
Explanatory note

Introduction

- The Commission Decision C(2008)6866 of 12/11/2008 , modified by Commission Decision C(2010)544, that lay down the rules for the secondment of national experts (SNEs) and national experts in professional training (NEPTs) is the legal basis for the NEPT Programme.
- NEPTs are equivalent to cost-free Seconded National Experts. They do not receive any allowances from the Commission, except the refund of expenses for work-related travel.

Eligibility

- Candidates must be employed by a public administration and hold the administrative status of either permanent official or contract staff member.
- No specific amount of professional experience is required.
- Candidates who have already benefited from any kind of contract, employment or traineeship within a European institution are not accepted.
- The national employer has to pay the salary to the NEPT during the whole period of secondment.
- The national employer has to ensure that the NEPT remain subject to the national social security and pension rights system.
- The Permanent Representations and Missions have to check carefully the eligibility of the employer and the administrative status of the candidate before sending an application. Any inconsistency with the conditions applying may lead to an application being refused.
- The Permanent Representations and Missions have to inform the NEPT team in DG HR of any change in an NEPT's administrative status with their employer during their secondment to the Commission.

Proposals of applications

- The total number of NEPTs submitted for the two exercises of a year by the Permanent Representations may not exceed the quota set for the year.
- For the first exercise of the year (March), the Permanent Representations can use the whole quota fixed for the year. It is however highly recommended to limit the number of proposals to half of the quota in order to have sufficient possibilities for the second exercise of the year.
- For the second exercise of the year (October), DG HR fixes the quota for each country, by deducting the number of NEPT who started in March from the total quota of the year.
- The content of the application form can't be changed by the candidate, once it has been submitted.
- The application will only be accepted if it is duly signed by the candidate and the applicant's name appears on the candidate list sent by the Permanent Representation.
- The candidate can indicate up to three different Directorates-General as preference. It is highly recommended that the candidates target properly their preferences of Directorates-General in order to enhance the chances to be selected. The candidates can consult the websites of the Commission's various Directorates-General (http://ec.europa.eu/dgs_en.htm) before indicating their preferences on their application form.
- Article 33 of the applicable Commission Decision specifies: **'The duration of the training shall be fixed at the outset and may not be changed or extended'.** Candidates and their employers are therefore asked to keep their commitments once the candidates have been selected.

Selection procedure of the candidates by the Commission services

- The preferences of Directorates-General as indicated in this application form can't be modified once the application has been submitted.
- The Directorates-General will generally select the candidates whose professional experience and/or studies are relevant to their activities.
- During the selection procedure, the candidates are supposed to not be contacted by any of the Commission services. And during this period, no confirmation can be given by anyone.
- At the end of the selection procedure, the NEPT sector for DG HR will give the possibility to the other Directorate Generals to reserve the candidates who haven't been reserved by one of the Directorate Generals indicated as preferences in the application forms. So, there is no guarantee for the

candidates to be appointed to one of the Directorate Generals indicated as preferences in the application form.

- After the finalisation of the selection period, only the formal outcomes communicated by the NEPT sector of DG HR (e-mail address: HR-ENFP@ec.europa.eu) can be taken into account.
- If the candidate or his employer does not agree with the final assignment communicated by the NEPT sector, the candidate has to withdraw his/her application for the current exercise. He keeps then the possibility to apply for another exercise.
- If a candidate withdraws, he has to inform the Permanent Representations and the NEPT sector of DG HR (HR-ENFP@ec.europa.eu) at last two weeks before the start of the session.
- When a candidate has withdrawn, a proposal for a replacement candidate submitted by the Permanent Representation/Mission may be accepted by the NEPT sector within a very limited time, depending on the state of progress of the process as long as a proper conduct of the exercise can be ensured.

The replacement candidate must however have the same profile and apply for the same Directorate-General, to which the candidate who has withdrawn was assigned. The replacement will finally only be approved if the application is accepted by the Directorate-General hosting the NEPT.

Specific requirements for candidates seeking assignment to following services

- **The European External Action Service (EEAS)**: Applicants assigned to EEAS has to send as soon as possible a testimonial of their Security Clearance (level: SECRET) issued by their National Security Authority to their Permanent Representation/Mission, which will forward it to the EEAS (e-mail address: MDR-C3-TRAINEES-HQ@eeas.europa.eu + copy to marianna.major@eeas.europa.eu).
- **The DG Communication (COMM)**: candidates can choose as preference between either DG COMM in general or DG COMM's Spokesperson's Service (COMM SPP).
- **The Office for Infrastructure and Logistics (OIB)**: candidates with a profile as engineer, architect, lawyer specialised in property management, specialist in logistics (transport, catering), lawyer with experience of calls for tender.
- **The European Anti-Fraud Office (OLAF)**: candidates with a strong legal profile, including good knowledge of EU law. Good knowledge of the national law of one of the following Member States would be an additional asset: Bulgaria, Greece, Austria, Poland, Romania or one of the Baltic States.
- **DG Health and Food Safety (SANTE)**: Candidates with a background in food safety or health are also welcome.

Before the start of NEPT secondment

Successful candidates must send the NEPT team a copy of their passport or identity card and a declaration by their employer saying that the NEPT shall continue to receive his/her remuneration during the period of professional training.

For any questions, and for further contact, please use exclusively the following e-mail address: HR-ENFP@ec.europa.eu.

PROGRAM OF PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT)
Calendar and quota – 1st exercise 2017 (March)

CALENDAR

By 1/10/2016	**Submission of applications via the Permanent Representations**
November 2016	Internal selection procedure. During this period, the candidates are supposed to not be contacted by any of the Commission services. And during this period, no confirmation can be given by anyone.
December 2016	First contact mail of the selected DG/Cabinet to the candidate.
January 2017	Confirmation by NEPT sector of DG HR to the Permanent Representations of the selection of the candidates and their hosting DG.
	Confirmation mail with invitation from NEPT sector to the selected candidates.
	Notification by DG HR to the candidates who might not have been selected.

MAXIMUM QUOTA FOR EACH COUNTRY

- The number of proposals by the Permanent Representations cannot exceed the quota mentioned below.

- For the first exercise of the year (March), the Permanent Representations can use the whole quota fixed for the year. It is however highly recommended to limit the number of proposals to half the quota in order to have sufficient possibilities for the second exercise of the year.

- For the second exercise of the year (October), DG HR sets the quota for each country, by deducting from the total quota of the year the number of NEPT who really started in March.

	Total Quota for 2017	Number NEPT 2017/1	Number NEPT 2017/2
AT	10		
BE	12		
BG	10		
CH	6		
CY	4		
CZ	9		
DE	29		
DK	7		
EE	4+4		
ES	27		
FI	7		
FR	29		
GB	29		
GR	12		
HR	3		
HU	8		
IE	6		
IT	29		
LT	8		
LU	4		
LV	8		
MT	3		
NL	13		
NO	6		
PL	14		
PT	12		
RO	14		
SE	10		
SI	4		
SK	6		
	343		

EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
Directorate HR.B – Talent Management & Diversity
Unit B4 - Career Management & Mobility

NATIONAL EXPERTS IN PROFESSIONAL TRAINING PROGRAMME

APPLICATION FORM

1. Applicant's personal data

Surname: _____ Forename: _____

Maiden name: _____ Date of birth: (DD/MM/YYYY) _____

Present nationality: _____ Place of birth: _____

Gender: ☐ Male ☐ Female Language for correspondence: ☐ EN ☐ FR

Personal email: _____

Professional email: _____

Telephone number: _____ Mobile phone: _____

2. Administration of origin *(Your current employer, who shall continue to remunerate you during the period of professional training)*

Name of your Administration: *(i.e. Ministry, Agency, etc...):*

_____

Country: _____

Address:

_____

_____

Phone number: _____

3. Requested start date and duration of the professional training (with the agreement of the employer)

Start date: ☐ 1st of March ***or*** ☐ 16th March *(select only one, not possible for other dates)*

Duration: ☐ 3 months ☐ 4 months ☐ 5 months *(select only one)*

- Once the NEPT training has started, it won't be possible any more to extend it.

- The candidates from non-EU countries should apply for a 3-months-duration, unless their country has signed a bilateral agreement with the Commission, such as EFTA countries or Turkey.

4. Preferences of Directorate-General (DG) or Cabinet

*- Please indicate, **in order of preference**, maximum **three** Directorates-General or Cabinets that interest you most, and give a detailed motivation. (You can consult the list of DGs on http://ec.europa.eu/dgs_en.htm).*

*- Please note that **candidates from non-EU countries** should **not** apply for the Enlargement DG (ELARG), the Justice DG (JUST) or the Home Affairs DG (HOME), unless their country has signed a bilateral agreement with the Commission, as is the case for EFTA countries and Turkey.*

1st choice: Directorate-General or Cabinet: _____

Personal motivation : _____

_____

_____

2nd choice: Directorate-General or Cabinet: _____

Personal motivation : _____

_____

_____

3rd choice: Directorate-General or Cabinet: _____

Personal motivation : _____

_____

_____

Important information on the selection procedure

- Your preferences, as indicated in this application form, will influence the selection and definitive choice of the DGs. These preferences can't be modified once your application has been submitted.

- There is no guarantee of being appointed to one of the abovementioned DGs.

- Only outcomes communicated by the NEPT sector of DG HR.B.4 (e-mail address: HR-ENFP@ec.europa.eu) and after the finalisation of the selection period can be taken into account. During the selection procedure, you are supposed to not be contacted by any of the Commission departments and no confirmation can be given by nobody.

- If the candidate or his employer does not agree with the final assignment communicated by the NEPT sector, the candidate has to withdraw his/her application for the current exercise. He can apply for a following exercise.

- Applicants selected for the European External Action Service (EEAS) has to send as soon as possible a testimonial of their Security Clearance (level: SECRET) issued by their National Security Authority to their Permanent Representation/Mission, which will forward it to the EEAS (MDR-C3-TRAINEES-HQ@eeas.europa.eu, cc. Marianna.Major@eeas.europa.eu).

5. Additional personal information

Do you have a physical disability that may require special arrangements to be made if you are chosen? ☐ Yes ☐ No

If **YES**, please give details and indicate the special arrangements you believe would be necessary:

_____ _____

_____ _____

6. Emergency contact address

Surname: _____ Forename: _____

Phone number: _____ Mobile phone: _____

Email address: _____

Street/N°: _____

Postcode/Zip: _____ Town: _____ Country: _____

7. Enclosure: Detailed Curriculum Vitae in EUROPASS format

For help: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions

8. Declaration on the honour

I, the undersigned,

- **declare** that I have never benefited from any kind of contract, employment or traineeship within a European Institution or Body;
- **declare** that throughout the period of my professional training I remain subject to the social security legislation applicable to the civil service of my employer which will assume responsibility for expenses incurred abroad and that I am insured against the risk of accidents, death and invalidity;
- **affirm** that I am acquainted with the "Rules applicable to National experts on secondment to the Commission", Commission Decision C(2008)6866 of 12/11/2008, which are applicable to me during the period of my professional training at the Commission and can be found on http://ec.europa.eu/civil_service/docs/regime_end_en.pdf. I am aware that according to art. 37.2 of that Decision NEPT shall be regarded as cost-free Seconded National Experts who shall continue to be paid by their employer without any financial compensation being paid by the Commission.
- **affirm** that I am acquainted with the provisions of Articles 6 and 7 of the Decision C(2008)6866 on tasks, rights and obligations, which by analogy (see Article 37) also apply to NEPT;
- **undertake** to refrain from any unauthorised disclosure of information received in the line of duty, even to my employer, unless that information has already been made public or is accessible to the public;
- **declare** that there is no risk of a conflict of interest between the functions I perform for my employer or the professional activities of my close family and the tasks entrusted to me as a NEPT;
- **undertake** to inform my hierarchical superiors immediately of any change in this respect during my professional training;
- **undertake** to have a duty of loyalty to the European Union and be bound by the obligation to act with integrity and discretion after my professional training in the exercise of new duties assigned to me and in accepting certain posts or advantages;
- **certify** that the statements made by me in answer to the above questions and in the Curriculum Vitae (in enclosure) are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for my exclusion from the NEPT Programme, or cancellation of my training if my application has been accepted.

Date: _____ **Signature:** _____

The management of your professional training and its termination requires the Commission to process your personal data in accordance with the SNE Decision C(2008)6866 as well as the Regulation (EC) No 45/2001.
Data is kept by the competent services for 5 years after the professional training (6 months after submission of applications for non-selected candidates).
Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor edps@edps.europa.eu.
To the attention of candidates from third countries: your personal data can be used for necessary checks. More information is available on http://ec.europa.eu/dgs/personnel_administration/security_en.htm.

PERSONAL INFORMATION

Replace with First name(s) Surname(s)

(All CV headings are optional. Remove any empty headings.)

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

(Add separate entries for each experience. Start from the most recent.)

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

(Add separate entries for each course. Start from the most recent.)

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF or other level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

(Remove any headings left empty.)

Mother tongue(s) Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:

- leadership (currently responsible for a team of 10 people)

Job-related skills	Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: ▪ good command of quality control processes (currently responsible for quality audit)
Computer skills	Replace with your computer skills. Specify in what context they were acquired. Example: ▪ good command of Microsoft Office™ tools
Other skills	Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example: ▪ carpentry
Driving licence	Replace with driving licence category/-ies. Example: ▪ B

ADDITIONAL INFORMATION

Publications Presentations Projects Conferences Seminars Honours and awards Memberships References	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Example of publication: ▪ How to write a successful CV, New Associated Publishers, London, 2002. Example of project: ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).