WAPP STANDARD CV FORM

Job Title:

*{Indicate the position you are applying for}*

# Personal Data

|  |  |
| --- | --- |
| Surname & First name: |  |
| Date of birth[1](#_bookmark0): |  |
| Nationality[2](#_bookmark1) : |  |
| Marital status [3](#_bookmark2) : |  |
| Country of residence : |  |
| Postal Address : |  |
| Email : |  |
| Landline: |  |
| Cell. Tel.: |  |

1. **Education:**

{Give a summary of university education and other specialised training received, while specifying the name/type of institution (school or university), dates attended and qualifications (degrees/diplomas/certificates) obtained.}

* 1. **Higher Educational Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years of Study****(From Year X to Tear Y)** | **Name of Educational Institution or University attended, City and Country** | **Exact Title of Qualification****(Degree/Diploma/Certificate) obtained** | **Specialisation****(if any)** |
| MM/YYYY | MM/YYYY |
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* 1. **Other Specialised Training undertaken ( over a maximum duration of 9 months) and Short Term Professional Trainings undertaken**

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| --- | --- | --- | --- |
| **Length of Training (No. of weeks or months)** | **Thematic Focus of Training Course** | **Name of Training Institution & Location (City, Country)** | **Exact Title of Qualification (Degree/Diploma/Certificate)****obtained** |
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1 **Day/month/year of birth.**

2 **Specify dual & multiple nationalities, if any.**

3 **Spouse & number of children.**

# Professional Experience relevant to this application

{List all previous employments held since completion of academic studies, in reverse chronological order, starting with your most recent post; while indicating for each occupation held, the date of employment, name of employer, job title and duty station; for employments held in the last ten years, equally specify the tasks performed and, where relevant, provide names of clients for reference purposes.}

|  |  |  |
| --- | --- | --- |
| **Period of Employment** | **Name of Employer**(City, Country, Email & Telephone Contact of Reference Persons) | **Job Title / Position Held** |
| *MM/YYYY* | *MM/YYYY* |
|  |  |  |  |
| **Summary of tasks performed that are relevant to this application** |
|  |
| **Period of Employment** | **Name of Employer**(City, Country, Email & Telephone Contact of Reference Persons) | **Job Title / Position Held** |
| *MM/YYYY* | *MM/YYYY* |
|  |  |  |  |
| **Summary of tasks performed that are relevant to this application** |
|  |
| **Period of Employment** | **Name of Employer**(City, Country, Email & Telephone Contact of Reference Persons) | **Job Title / Position Held** |
| *MM/YYYY* | *MM/YYYY* |
|  |  |  |  |
| **Summary of tasks performed that are relevant to this application** |
|  |

|  |  |  |
| --- | --- | --- |
| **Period of Employment** | **Name of Employer**(City, Country, Email & Telephone Contact of Reference Persons) | **Job Title / Position Held** |
| *MM/YYYY* | *MM/YYYY* |
|  |  |  |  |
| **Summary of tasks performed that are relevant to this application** |
|  |
| **Period of Employment** | **Name of Employer**(City, Country, Email & Telephone Contact of Reference Persons) | **Job Title / Position Held** |
| *MM/YYYY* | *MM/YYYY* |
|  |  |  |  |
| **Summary of tasks performed that are relevant to this application** |
|  |

# Membership of Professional Bodies:

## {List them}

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# Publications:

## {List them (Title, year of publication, type…}

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# Working Languages

*{Indicate only the languages that you have working knowledge of, while specifying your level of proficiency}*

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Spoken****(Excellent, Very Good, Fairly Good )** | **Written (Excellent, Very Good, Fairly Good)** | **Recount occasions that afforded you the****opportunity of practicing the language (professional or school life)** |
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# Computer Skills

## {List the computer-based tools and software programs that you are conversant with}

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# Skills/qualifications relevant to this application:

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| **Specific tasks that shall be incumbent upon you, among the tasks required to be performed (refer to Job Description).** | **Make reference to previous assignments or missions undertaken that demonstrate your capability to perform the tasks assigned to you.** |
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1. **References**

{Cite three (3) reference persons who can attest to your academic qualifications and professional competencies, provide their Surname and First Name, Position or Function, Employer, Telephone No., Email}

i.

ii. iii.

# Certification:

I, the undersigned, certify that the information provided in this CV regarding my person, academic qualifications and professional experience are true. I assure you of my availability to carry out the assigned mission, through the employment contract awarded to me. I understand that any false declaration or misrepresentation of facts provided herein may warrant my disqualification and or dismissal by the Client, and/or sanctions by the WAPP Secretariat.

*{DD/MM/YYYY}*

Name of Applicant Signature Date