**Section 4: Format of Curriculum Vitae (CV) for Proposed Professional Staff** Proposed Position: Name of Training Provider: Name of Staff: Phone /Mobile No. of Staff Date of Birth: Years with TP: Nationality: Membership in Professional Societies:

##### Education:

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.*]

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute/School/College** | **Year of Completion** |
|  |  |  |

##### Employment Record:

[*Starting with present position, list every employment held. List all positions held by staff member, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

|  |  |  |
| --- | --- | --- |
| **Duration and Position** | **Employer** | **Major tasks Performed** |
|  |  |  |
|  |  |  |
|  |  |  |

##### Training:

[*Summarize relevant training successfully completed by staff member, giving names of training institution and duration.*]

|  |  |  |
| --- | --- | --- |
| **Training** | **Institute** | **Duration and Date** |
|  |  |  |

##### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date:

*[Signature of staff member and authorized representative of the consultant] Day/Month/Year]*

Full name of staff member: Full name of authorized representative: \_ Seal of the Training provider: \_