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Venezia

**VENICE SCHOOL  
OF MANAGEMENT**

Venice School of Management  
Ca' Foscari University of Venice  
Campus San Giobbe – Cannaregio 873, 30121 Venice - Italy  
P.IVA 00816350276 - CF 80007720271  
[www.unive.it/management](http://www.unive.it/management)

**Call for applications: selection procedure for n. 1 (one) Short-term Research Fellowship for specific research programme**

**Ca' Foscari University of Venice – Venice School of Management**

**Project title “Enhance enogastronomy heritage to establish and expand sustainable tourism”, acronym “TESTEAT”, project code ITHR0200324, CUP H75E23000170006, approved and funded by INTERREG VI A Italy-Croatia CBC Programme 2021-2027**

*The present document in English is to be considered as a mere translation of the provisions of the call which is available in Italian at the following links: <https://www.unive.it/data/12122/>- <https://www.unive.it/data/17431/>. The text in Italian is the official text of the notice of competition for all legal intents and purposes and, in the event of non-conformity with the present document, it shall prevail.*

<b>Having regard to</b>	the Italian Law no. 240 of December of 30th 2010 and in particular art. 18 DL 19/2012;
<b>Having regard to</b>	the University Regulations for awarding Short-term Research fellowships, issued under DR n. 300/2014 of 14/04/2014 and subsequent amendments and additions;
<b>Having regard to</b>	the project entitled “Enhance enogastronomy heritage to establish and expand sustainable tourism”, acronym “ <b>TESTEAT</b> ”, project code ITHR0200324, CUP H75E23000170006, approved and funded by INTERREG VI A Italy-Croatia CBC Programme 2021-2027, with a duration of 30 months from 01/02/2024 until 31/07/2026, unless extended;
<b>Having regard to</b>	professor Francesca Checchinato's request (prot. no. 0077791 dated 10/03/2025) to announce a selection procedure in order to assign n. 1 (one) Short-term Research Fellowship, entitled “ <b>Junior Project researcher 3 - Key factors for developing an innovative enogastronomy proposal</b> ”, lasting 12 (twelve) months, to carry out the research activities within the framework of the aforementioned project;
<b>Having regard to</b>	the Director's Decree (rep. no. 250/2025 - prot. no. 0078759 dated 11/03/2025) authorising the above-mentioned request;
<b>Verified</b>	the financial backing for the costs of the short-term research fellowship, with the project “TESTEAT”'s funds;
<b>Having regard to</b>	the Subsidy Contract (rep. no. 1767/2024 - prot. no. 163479 dated 02/07/2024) between the Programme Managing Authority and the Lead Partner of the project, AZRRI - Agency for Rural Development of Istria Ltd Pazin;

**Ca' Foscari University of Venice – Venice School of Management**, as specified in the introduction, hereby calls for applications for n. 1 (one) Short-term Research fellowship entitled “**Junior Project researcher 3 - Key factors for developing an innovative enogastronomy proposal**”, lasting 12 (twelve) months, within the scope of the Research Project entitled “Enhance enogastronomy heritage to establish and expand sustainable tourism”, acronym “**TESTEAT**”, project code ITHR0200324, CUP H75E23000170006, **Scientific Coordinator and Tutor prof. Francesca Checchinato**.

**Short-term Research Fellowship: “Junior Project researcher 3 - Key factors for developing an innovative enogastronomy proposal”**, lasting 12 (twelve) months, for a total amount of 19.367,00 euros.

The research fellow must perform the following research:

**ABSTRACT**

*The Covid19 pandemic has hit Italian and Croatian tourism hard and highlighted the sector's weaknesses, including environmental and social sustainability, labor market imbalance and excessive dependence on seasonal tourist flows. Enogastronomy can play a key role in increasing the resilience and competitiveness of the tourism*



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sector, reducing its social and environmental impact, and improving the quality of life of local communities. The TESTEAT project aims to enhance the role of food and wine heritage to promote sustainable socio-economic and cultural development of the cross-border area. The project will give shape to an innovative and integrated cross-border tourist offer through the joint valorisation of the Italian and Croatian food and wine heritage. In the broader framework of the project, the short-term fellowship research grant will be used for an analysis of the dimensions that characterize the food and wine offer of a tourist destination and for data collection aimed at mapping the situation of the city of Venice and Veneto Region. The analysis of the data collected must allow to highlight strengths and weaknesses and outline possible solutions, in order to enhance and, at the same time, make the city and Region's food and wine heritage more sustainable.

The scientific coordinator of the project and tutor of the Short-term Research Fellowship is **prof. Francesca Checchinato**.

The research fellow is required to provide the Department with the following documentation:

- **Bi-monthly Reports;**
- **Six-monthly Reports;**
- **Final Report**, by the end of the fellowship, which has to be approved by the professor, tutor of the Short-term Research Fellowship and will be submitted for examination to the Departmental Board.

The above-mentioned documentation is merely an example and is not exhaustive since it may be subject to change based on the requests of the financing Programme.

**Duration of the Short-term Research Fellowship: 12 (twelve) months, indicatively starting in May 2025.**

**Amount: The research fellowship amounts to € 19.367,00 (euro nineteen thousand three hundred and sixty-seven//00), exempt from IRPEF (personal income tax) and IRAP (regional tax on productive activities).**

The amount, **paid in deferred bimonthly instalments**, is understood to include any costs relating to the undertaking of the research envisaged by the project. **The monthly amount shall only be approved and awarded for whole months completed; amounts for months not completed shall not be awarded.**

**Deadline for submission of applications: not later than noon time (12:00 Rome CET) of Tuesday, April 01, 2025.**

In case the deadline is on Saturdays, Sundays or on holidays, it is extended to the first working day thereafter.

**Who can apply** (according to art. 3 of the University Regulations for awarding short-term research fellowships)

**Applications are open to all EU citizens and non-EU citizens who hold:**

- **Bachelor's degree or Master's degree or equivalent title according to the Italian law, or equivalent qualification obtained abroad in Economics or Business studies.** Qualifications obtained abroad will be examined by the Committee, which may consider them as being equivalent for the purposes of admission, without prejudice to the current legislation.

**Required skills:**

- **Perfect knowledge of the Italian language;**
- Knowledge of English language at A2 level or higher;
- Research activities and professional experiences relevant to the subjects of the call;
- Organizational skills for support in the management of teams of professionals and events;
- Research activities through qualitative methodologies.

Please note that the applicant shall attach any documents, language certificates, qualifications and publications relevant for the selection procedure.



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Those who have a degree of kinship or affinity, up to and including the fourth degree, with any professor belonging to the Department or facility issuing the call, or with the Rector, the General Manager or a member of the University Board of Directors, cannot participate to the selection.

The requirements must be held by the deadline for this call for applications.

Candidates are admitted to the selection conditionally; they may be excluded from the call at any time should they fail to meet the predefined requirements, even after the selection process is complete, with just cause and notification sent to the person concerned.

**Incompatibility** (according to art. 12 of the University Regulations for awarding short-term research fellowships)

The short-term research fellowship may not overlap with:

- other scholarships granted in any capacity, apart from those granted by national or foreign research institutes in order to integrate with periods abroad the specific activity foreseen by the work plan of the appointed fellow;
- attendance of PhD courses with scholarship and medical specialization, in Italy and abroad;
- research grants "assegni di ricerca".

Fellowship holders may carry out self-employed work or occasional or permanent collaborations, as long as this is coherent with the ongoing research, upon approval and on the condition that:

- does not involve a conflict of interest with the specific research activity carried out;
- does not prejudice the university, in relation to the activities carried out.

Subordinate employment contracts holders, in addition to obtaining permission by the university, must provide the authorization of their employer.

In the specific case that the subordinate employment contract started prior to the awarding of the fellowship, compatibility with the existing employment will have to be assessed; if the assessment yields a negative result, the short research fellowship will not be awarded; in the case of a positive result, the successful candidate will have to provide the authorization of his/her employer **within 15 days**.

In the event that the subordinate employment contract will start once the fellowship is ongoing, the successful applicant is required to notify this change at least 30 days before the start of the employment contract for an assessment of compatibility; if the assessment is negative, the fellowship will cease by the start of the employment contract; in the event of a positive outcome, the successful applicant must provide the authorization of his/her employer **within 15 days**.

**The awarding of the short-term research fellowship does not imply the establishment of any employment contract, nor does it give rise to any rights of access to positions of employment at the university.**

**How to apply:** (according to art. 5 of the University Regulations for awarding short-term research fellowships)

Candidates must submit:

a) the **attached application form, duly dated and signed**. The application form is available on the Department website <https://www.unive.it/data/29520/> and on the University website <https://www.unive.it/data/28824/>.

Applicants must declare in the application form, under their own responsibility:

- **educational qualification held. Candidates in possession of a qualification obtained abroad must also submit a copy of the foreign title with a translation in Italian or English language including marks obtained, accompanied by a self-declaration relating to the conformity to the original of the translation itself.** The candidate who has been awarded a **Diploma Supplement**, may not submit any other documentation, provided that the DS provides a complete description of the nature, level, academic system and status of the studies carried out. In any case, it is advised to submit any other document useful to the evaluation of the academic title obtained;
- nationality (the possession of a residence permit valid at the deadline of the call for applications, in case he/she is a non-European citizen residing in Italy);



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- to be medically fit to discharge his/her duties for the fellowship;
- to be aware that the awarding of the short-term research fellowship is not compatible with the positions referred to in art. 12 of the Regulations for short-term research fellowships and the current legislation;
- not to have received measures restricting personal freedom at the time of submitting the application;
- not to have any degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the Department or to the facility issuing the call for applications, or with the Rector, the General Manager or a member of the University Board of Directors and to be aware of the relevant provisions of Law 240/2010. Article 18, par. 1, lett b);
- any benefit under L. 104/92.

b) their **Curriculum Vitae in European format** (available online at this [link](#)) **duly dated and signed**. The CV must specify the educational qualification held by the candidate and a detailed description of his/her scientific-professional qualifications. In addition, the CV must contain the following declarations:

1) **the declaration made pursuant to the Italian D.P.R 445/2000 and subsequent amendments and additions, that the information provided corresponds to the truth;**

2) **the authorization to the processing of personal data for the purposes related to this selection procedure, made pursuant to Legislative Decree no. 196/2003 and Article 13 of the GDPR (EU Regulation 2016/679).**

c) **a copy of a valid identity document (e.g. Identity Card or Passport);**

d) all documents, qualifications and publications relevant for the selection procedure.

Applicants must prove the possession of qualifications (excluding publications) with declarations as per the Decree No. 445/2000.

The absence or inaccuracy of the declarations in points a), b), c) and d) will result in exclusion from the selection.

The University carries out random checks on the truthfulness of what the candidates declare in their applications and resumes.

Should the above check reveal that the contents of the declaration are not true, the declarant shall forfeit any benefits arising from the measure issued on the basis of the untrue declaration, without prejudice to the provisions of the Criminal Code and special laws on the subject.

### How to submit your application:

Applications should be submitted:

1) **sent via Certified Email** to the address [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it) indicating the following subject: **“BRic TESTEAT - 12 mesi”**. It should be noted that the validity of this sending, as established by current legislation, is subject to the use of a certified email address. Sending from a simple/ordinary email inbox will therefore not be considered valid, even if addressed to the PEC of Ca' Foscari University of Venice. **Only documents in PDF/A format must be attached;**

2) **sent via email** to the address [ricerca.management@unive.it](mailto:ricerca.management@unive.it) specifying in the subject of the email: **“BRic TESTEAT - 12 mesi”**. In this case, the candidate assumes responsibility for any failure to deliver the application and its annexes. The University assumes no responsibility for cases of dispersion of communications sent via non-certified email. **Only documents in PDF/A format must be attached.**

### Selection and Evaluation Procedure

A Selection Committee is appointed by order of the Director of the Department, in accordance with art. 7 of the Regulations, taking into account, where possible, gender balance. The selection is made by **assessment of the scientific-professional qualifications of the candidates, followed by an interview, to be held via teleconference. The interviews phase is scheduled for Thursday, April 10, 2025, via GMEET platform.**

**The short list of candidates admitted** to the interview and eventual postponements will be published online on



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**Monday, April 07, 2025** on the specific Department web page at <https://www.unive.it/data/29521/> and <http://www.unive.it/data/17432/> and on the University website at <http://www.unive.it/data/28900/> and <http://www.unive.it/data/12136/>. The publication of the aforementioned calendar, list and announcements have the value of notification. Shortlisted candidates are therefore required to connect, with the valid identification document presented during the application phase, on the day and at the time specified in the public notice.

The absence of a candidate from the interview will be considered to all intents and purposes as a waiver, whatever the cause.

Please note that proficiency in Italian and English languages will be assessed by the selection committee during the interview of admitted candidates.

The Selection Committee:

- I. can award a total of 100 points, to be allocated according to qualifications and interview;
- II. on the basis of the scores given, the Selection Committee shall define a final ranking of merit;
- III. names the winner. In the event of a tie, priority shall be granted to the younger of the two candidates.

The Selection Committee shall submit a selection report to the Director, who, after verifying the legitimacy of the records, shall approve them and award the short-term research fellowship.

### Awarding of the short-term research fellowship

Having received the selection documents and at the outcome of the checks, the Director approves, by her decree, the ranking list and the selection procedure reports and makes them public.

Notification, including the start date of the short-term research fellowship, shall be sent to the winning candidate.

**The winner must accept the short-term research fellowship within seven days of receipt of the written notification referred to above, under penalty of revocation. In the event of withdrawal, the short-term research fellowship shall be awarded to the next available candidate, following the order of the final ranking of merit.**

Publication of the results of all the selection phases shall be published in the online University's notice Board - Albo on line <http://www.unive.it/data/30402/>, on the Department web page <https://www.unive.it/data/29521/> and <http://www.unive.it/data/17432/> and on the University website <http://www.unive.it/data/12136/> and <https://www.unive.it/data/28900/>

Access to the selection documents is guaranteed pursuant to the law no. 241 of August 7th 1990, and subsequent amendments and additions and relative internal implementation regulation.

The Department reserves the right to cancel the procedure and/or not to proceed with the stipulation of the "Declaration of Acceptance" of the short-term research fellowship with the winning person, if for any reason the interest in the research ceases.

### Processing of personal data

Personal data provided by the candidates in their applications for participation in the selection procedures, are processed pursuant to the legislative decree no. 196 of June 30th 2003, and subsequent amendments and additions and to the EU Regulations 2016/679. Comprehensive information on personal data processing can be found here <https://www.unive.it/pag/36550/>.



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**Person in charge of the procedure**

Pursuant to the provisions of art. 5 of the law no. 241 of August 7th 1990, and subsequent amendments and additions, the person in charge of the administrative procedure for this selection is Sonia Pastrello, Executive Officer of the Venice School of Management.

**Final provisions**

For anything not specified in this call, see the University of Venice's current regulations regarding the awarding for research fellowships and the current legislation.

Digitally signed  
The Head of the Venice School of Management  
Prof. Anna Comacchio

Digitally signed  
Seen  
The person in charge of the procedure,  
Executive Officer of the Venice School of Management,  
Sonia Pastrello.



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**Application form**

To the Director of the Venice School of Management  
Ca' Foscari University of Venice  
San Giobbe, Cannaregio 873  
30121 Venice, Italy

I, the undersigned \_\_\_\_\_ born in \_\_\_\_\_ (prov. of \_\_\_\_)  
on \_\_\_\_\_, passport no. / taxpayer's code no. \_\_\_\_\_ resident in  
\_\_\_\_\_ (province of \_\_\_\_), in (street) \_\_\_\_\_ no. \_\_\_\_\_,  
postcode \_\_\_\_\_, nationality \_\_\_\_\_, tel.  
\_\_\_\_\_ mobile \_\_\_\_\_,  
e-mail \_\_\_\_\_ [certified email, if possessed:  
\_\_\_\_\_]

**HEREBY SUBMIT**

my application for the **qualification-based and interview** public selection process, for the Short-term Research fellowship entitled "**Junior Project researcher 3 - Key factors for developing an innovative enogastronomy proposal**", lasting 12 (twelve) months, within the scope of the Research Project entitled "Enhance enogastronomy heritage to establish and expand sustainable tourism", acronym "**TESTEAT**", project code ITHR0200324, CUP H75E23000170006, approved and funded by INTERREG VI A Italy-Croatia CBC Programme 2021-2027, **Scientific Coordinator and Tutor prof. Francesca Checchinato**.

I, the undersigned, fully aware of the liabilities, including criminal liability, arising from untruthful declarations, **pursuant the Italian law D.P.R. 445/2000**, hereby declare:

1. to hold the qualification of: \_\_\_\_\_ (*please specify the kind of Degree and final evaluation*)  
in \_\_\_\_\_  
\_\_\_\_\_ obtained on (date) \_\_\_/\_\_\_/\_\_\_ at the University of/other  
legal entity \_\_\_\_\_ (\*).

**[Note (\*) for titles obtained abroad: Candidates in possession of a qualification obtained abroad must also submit a copy of the foreign title with a translation in Italian or English language including marks obtained, accompanied by a self-declaration relating to the conformity to the original of the translation itself. The candidate who has been awarded a Diploma Supplement, may not submit any other documentation, provided that the DS provides a complete description of the nature, level, academic system and status of the studies carried out. In any case, it is advised to submit any other document useful to the evaluation of the academic title obtained]**

2. to be of \_\_\_\_\_ nationality [for non-EU citizens already residing in Italy only: to hold a residence permit/research visa for \_\_\_\_\_ expiry date on \_\_\_/\_\_\_/\_\_\_];

3. to be physically fit for the position;

4. to be aware that the awarding of the short-term research fellowship is not compatible with the positions referred to in art. 12 of the Regulations for short term research fellowships and the current legislation;

5. to not have received any restrictive measures of personal liberty at the time of submitting the application;

6. to not have any kinship and affinity, up to and including the fourth degree, with any professor belonging to the Department, or with the Rector, the Chief Executive Officer or a member of the University Board of Directors and to be aware of the relevant provisions of Law 240/2010. Article 18, c. 1, lett b);

7. to request the following benefits established by Law no. 104/92:

\_\_\_\_\_ and for the above-mentioned purpose encloses disability certification;

8. to use the following address for the purposes of this application:





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\_\_\_\_\_ (street) no. \_\_\_\_\_ at  
municipality \_\_\_\_\_ POSTCODE \_\_\_\_\_ PROV \_\_\_\_\_ tel.  
landline \_\_\_\_\_  
mobile \_\_\_\_\_ email \_\_\_\_\_

undertaking to communicate any subsequent variations and recognising that the administration accepts no liability in the event of the addresses being untraceable;

9. to accept to perform the interview prescribed by the call online;

10. to be conscious that the call and records relating to the selection shall be published in the online University notice board, on the specific Department web page ([link](#)) and on the University website ([link](#)). Publication constitutes notification to all intents and purposes of the call for applications;

The undersigned gives her/his consent for the personal data provided to be processed, in compliance with Legislative Decree no. 196/2003 and subsequent amendments and modifications and with the EU Regulation 2016/679, for the requirements related to this selection procedure. Comprehensive information on personal data processing can be found and download at the link <https://www.unive.it/pag/36550/>.

The following are enclosed with this application:

- a detailed CV with professional, academic and research background;
- copy of an identity document (ID Card or passport);
- any other document required by the call;
- any other documentation deemed relevant for the evaluation.

Date, \_\_\_\_\_

Signature of the candidate

\_\_\_\_\_

*NB: The University does not take any responsibility for cases of unavailability of the recipient or for the dispersal of communications resulting from inaccurate indication of domicile or of contact details by the candidate, failure or late communication of contact details' variation or any other reason not attributable to the University, nor from any error in postal delivery, or in any case from acts attributable to third parties, from unforeseeable circumstances or force majeure.*

*The declarations made in the application shall be considered made pursuant to the D.P.R. n. 445/2000 and subsequent amendments, by candidates entitled to use the simplified administrative certifications allowed by the aforementioned decree.*





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**INFORMATION ON PERSONAL DATA PROCESSING  
pursuant to Article 13 of Regulation (EU) 2016/679**

The Ca' Foscari University of Venice, as part of its institutional aims and in fulfilment of the obligations set forth in art. 13 of the 2016/679 EU Regulation ("Regulation"), provides you with information regarding the processing of personal data that you have provided to the University for the purpose of carrying out the selection procedure you wish to participate in.

**1) THE DATA PROCESSOR**

The data processor is the Ca' Foscari University of Venice, with headquarters in Dorsoduro n. 3246, 30123 Venice (VE), in the person of the Rector Magnificent.

**2) DATA PROTECTION OFFICER**

The University has appointed the "Data Protection Officer", who can be contacted by writing to the e-mail address [dpo@unive.it](mailto:dpo@unive.it) or to the following address: Ca 'Foscari University, Venice, Data Protection Manager, Dorsoduro n. 3246, 30123 Venice (VE).

**3) PERSONAL DATA CATEGORIES, PURPOSES AND LEGAL BASIS OF DATA PROCESSING**

The data processing in question involves the provision of personal data and data relating to previous study and professional experience.

Unless the selection procedure is for protected categories, it is not necessary to provide data of a sensitive nature (for example, data concerning health status, sexual orientation or political or trade union opinions); candidates are therefore requested not to provide such data, unless deemed necessary for optimal evaluation of the position selection procedure.

The processing of personal data is aimed solely at the completion of the selection procedure and will take place in a way and within the limits necessary to pursue the aforementioned purpose.

The legal basis for this treatment is represented by art. 6.1.e) of the Regulations ("execution of a task of public interest or connected to the exercise of public powers").

The processing of personal data is based on the principles of correctness, lawfulness and transparency and the protection of the privacy and rights of the data subject, as well as the additional principles established by art. 5 of the Regulations.

**4) DATA PROCESSING MODALITIES**

The processing of personal data will be carried out by authorized parties (in compliance with the provisions of Article 29 of the Regulation), with the use of computerized procedures, adopting appropriate technical and organizational measures to protect them from unauthorized or illegal access, destruction, loss of integrity and confidentiality, even if accidental in nature.

**5) STORAGE TIME**

The data will be stored in accordance with the Regulations on the storage of administrative documentation.

**6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA**



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For the purposes set out above, in addition to specifically authorized employees and collaborators of the University, personal data may also be processed by individuals who execute outsourced activities on behalf of the Data Controller, in their capacity as External Data Processors.

The same data might be communicated to the public administrations directly interested in the legal-economic situation of the candidate hired.

There are no further communications to third parties except to persons to whom the data must be transmitted in fulfillment of legal obligations or, on request, to judicial and supervisory authorities.

The data of the hired candidate might be shared for the fulfillment of the obligations regarding transparency as per Legislative Decree n. 33/2013 and future modifications.

The results of any intermediate tests and final rankings will be published according to current legislation.

#### **7) DATA PROVISION**

The provision of such data is necessary to evaluate the requirements for participation and to verify academic qualifications. The failure to indicate these data might preclude this assessment, with a consequent exclusion from the procedure.

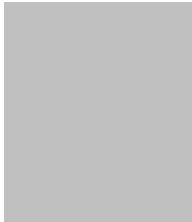
#### **8) USER RIGHTS AND HOW TO EXERCISE THEM**

As an interested party, you have the right to obtain from the University, in the cases provided for by the Regulations, access to personal data, rectification, integration, their cancellation or processing limitation or to object to the data processing itself (articles 15 and following of the Regulations). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at [dpo@unive.it](mailto:dpo@unive.it) or by sending a communication to the following address: Ca 'Foscari University Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, you can contact the Data Controller, by writing a PEC (certified email) to [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it)

Interested parties, who believe that the processing of their personal data is in violation of the provisions of the Regulations, also have the right to file a complaint to the Data Protection Guarantor, as provided for by art. 77 of the Regulations itself, or to take appropriate legal action (Article 79 of the Regulations).

Pursuant to art.46 and 47 DPR 445/2000, aware of the criminal sanctions provided for by art.76 of the DPR 445/2000 and subsequent amendments and additions for the hypothesis of falsehood in acts and false statements, I declare under my own responsibility:

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  
PERSONAL STATEMENT

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

WORK EXPERIENCE

Replace with dates (from - to)

[Add separate entries for each experience. Start from the most recent.]

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

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

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

Mother tongue(s)

[Remove any headings left empty]

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

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

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 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)

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

Replace with your other computer skills. Specify in what context they were acquired. Example:  
 ▪ good command of office suite (word processor, spread sheet, presentation software)  
 ▪ good command of photo editing software gained as an amateur photographer

**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
  - Citations
  - Courses
  - Certifications
- 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).

**ANNEXES**

Replace with list of documents annexed to your CV. Examples:  
 ▪ copies of degrees and qualifications;  
 ▪ testimonial of employment or work placement;  
 ▪ publications or research.

The undersigned declares to be informed, to the senses and for the effects of which to art. 13 of the D.L.gsl 196/2003 and to art. 13 GDPR 679/16 that the personal data collected will be processed, including with computer tools, exclusively within the process for which this declaration is made.

SIGNATURE

