



Call for n. 2 Short-term Research Fellowships - Ca' Foscari University of Venice – Venice School of Management

(L. 240 del December 30th 2010, art. 18, DL 19/2012; Regulations about Short Research fellowships DR 300/2014 del 14/04/2014 and subsequent amendments and additions)

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 link - Albo online <https://www.unive.it/data/30402/> 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.

Having regard to the contract with Agenzia veneta per l'innovazione nel settore primario (rep. no. 261/2024 - prot. no. 0288461 of 23/12/2024) for Mapping of actors, information flows, and identification of the needs of the agricultural and agri-food system to define the social, relational, and innovative structure of the AKIS – Agricultural Knowledge and Innovation System. CUP: J18H23000830009 – CIG: B302C5AC1F - ref. prof. C. Mauracher;

Having regard to the research programme “**Back Office AKIS**” (DGRV 1125/2023): Mapping of actors, information flows, and identification of the needs of the agricultural and agri-food system to define the social, relational, and innovative structure of the AKIS – Agricultural Knowledge and Innovation System (rif. contract rep. no. 261/2024 - prot. no. 288461 dated 23/12/2024);

Having regard to professor Christine Mauracher's request (prot. no. 84985 dated 20/03/2025) to announce a selection procedure in order to assign n. 2 (two) Short-term Research Fellowships, each lasting 7 (seven) months, to carry out the research activities within the framework of the aforementioned programme;

Having regard to the authorization of the above-mentioned request given by the Departmental Council held on March 26, 2025;

Description

The **Venice School of Management - Ca' Foscari University of Venice, hereby calls for applications for the following n.2 Short-term Research Fellowships**, within the scope of the research programme “**Back Office AKIS**” (DGRV 1125/2023): Mapping of actors, information flows, and identification of the needs of the agricultural and agri-food system to define the social, relational, and innovative structure of the AKIS – Agricultural Knowledge and Innovation System – CUP: J18H23000830009 – CIG: B302C5AC1F:

- **Profile 1: “Analysis of the system for generating, disseminating, and enhancing knowledge for the agricultural sector in the Veneto Region” - Tutor prof. Monica Plechero.**

- **Profile 2: “Analysis of the information and knowledge needs of the actors in the AKIS system of Veneto” - Tutor prof. Vladi Finotto.**

SHORT-TERM RESEARCH FELLOWSHIP – PROFILE 1 “Analysis of the system for generating, disseminating, and enhancing knowledge for the agricultural sector in the Veneto Region”, lasting 7 (seven) months, for a total amount of € 11.200,00 euros - Tutor prof. Monica Plechero.

The research fellow must perform the following research:

ABSTRACT

The centrality of knowledge and innovation systems in European policy brings to the agricultural sector the results of a broader and long-standing debate and reflection on innovation ecosystems. The research grant is



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part of a project by the Agrifood Management and Innovation Lab aimed at building AKIS (Agricultural Knowledge and Innovation Systems) capable of ensuring that agricultural businesses and the agri-food supply chain have quick and innovative access to high-quality information, cutting-edge technologies, best practices, and advisory services.

SHORT-TERM RESEARCH FELLOWSHIP – PROFILE 2 “Analysis of the information and knowledge needs of the actors in the AKIS system of Veneto”, lasting 7 (seven) months, for a total amount of € 11.200,00 euros - Tutor prof. Vladi Finotto.

The research fellow must perform the following research:

ABSTRACT

The centrality of knowledge and innovation systems in European policy brings to the agricultural sector the results of a broader and long-standing debate and reflection on innovation ecosystems. The research grant is part of a project by the Agrifood Management and Innovation Lab aimed at building AKIS (Agricultural Knowledge and Innovation Systems) capable of ensuring that agricultural businesses and the agri-food supply chain have quick and innovative access to high-quality information, cutting-edge technologies, best practices, and advisory services.

The research fellows must provide the Department with the following research output:

- **two-monthly reports** on the activities (Tot. **4 reports**);
- **a final report** on the activities undertaken, highlighting the results achieved.

For anything not specified in this Call, please refer to the Regulations and applicable legislation.

Duration of the Short-term Research Fellowships: 7 (seven) months, each profile starting at the beginning of May 2025.

Amount: The total amount of each Short-term Research Fellowship is of € 11.200,00 (eleven thousand two hundred//00 euros), 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 Thursday, April 10, 2025.

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

Who can apply? (University Regulation for short-term research fellowships, Art. 3)

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

- **Master's degree or equivalent title according to the Italian law, or equivalent qualification obtained abroad in Economics, Business, Social, Engineering, and Information Science 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.

In addition, the following skills, competencies and qualifications will be assessed as rewarding:

Required skills:

- Proficient knowledge of the Italian language;
- Proficient knowledge of the English language;



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- Competent in qualitative research;

Any other evaluable qualifications:

- Doctorate in the aforementioned disciplines and/or certification of completion of activities prior to the discussion of the doctoral thesis;
- Scientific publications in subjects relevant to the call.

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

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.

Applicants must hold all the requisites within the call deadline.

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 (University Regulation for short-term research fellowships, Art. 12)

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-term 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 (University Regulations for short-term research fellowships, Art. 5)

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, under their own responsibility:



- the possession of a Master's degree or equivalent qualification 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;
 - 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);
 - to be medically fit to discharge his/her duties for the fellowship;
 - that they understand that 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 current legislation;
 - not to have received measures restricting personal freedom at the time of submitting the application;
 - not to 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 and that they are aware of the provisions of the Law no 240/2010, Art. 18, para. 1, letter b);
 - any benefit under L. 104/92.
- b) A CV in European format (Europass) (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.

Candidates must demonstrate possession of qualifications (excluding publications) by means of the declarations referred to in the aforementioned D.P.R. n. 445/2000.

The lack or inaccuracy of the declaration(s) referred to in letters 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

1. **sent by certified e-mail** to the address protocollo@pec.unive.it indicating the following subject: **"Bric-VSM-Back Office AKIS-7 mesi"**. It should be noted that the validity of such sending, as established by current legislation, is subject to the use by the candidate of a certified e-mail box in turn. Therefore, sending from a simple / ordinary e-mail box will not be considered valid even if addressed to the PEC of the Ca' Foscari University of Venice. **Only documents in PDF/A format must be attached;**
2. **sent by e-mail** to the address ricerca.management@unive.it specifying in the subject of the e-mail **"Bric-VSM-Back Office AKIS-7 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.**



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Incomplete applications, those without the required data and the compulsory attachments will not be taken into consideration. Furthermore, the applications which, for any reason, reach this University beyond the deadline indicated above cannot be accepted.

Selection and Evaluation Procedure

A Selection Committee is appointed by order of the Director of the Department 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 17, 2025, via ZOOM platform.

The short list of candidates admitted to the interview and eventual postponements will be published online on **Tuesday, April 15, 2025** on the 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/12136> and <https://www.unive.it/data/28900>. The publication of the aforementioned calendar, list and announcements have the value of notification; therefore, candidates are required to present themselves, with the valid identification document presented during the application phase, on the day, the time and according to the electronic media indicated in the public notice. The absence of a candidate from the interview will be considered to all intents and purposes as a waiver.

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

The Commission compiles a ranking and specifies the winning applicant, having regard to the score appointed to experience and qualifications, interview and any other test, as specified by the call. In the event of two or more candidates obtaining the same score at the end of the selection, the younger candidate will be preferred.

Awarding of the short research fellowship

Having received the selection documents and at the outcome of the checks, the Director approves, by her decree, the ranking lists 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 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/12136> and <https://www.unive.it/data/28900>

All information on the convocation of candidates will be published there, too, without further direct communication to the candidates.

Access to the selection documents is guaranteed pursuant to the law of 07/08/1990, no. 241 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.

Information and contacts

Candidates may find further details about the application process and the research project in the official Call published on Albo on line <http://www.unive.it/data/30402> and on Department website <http://www.unive.it/data/17431/>



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For further information please contact - Venice School of Management – Research Area - tel. 041 234 8758 - email: ricerca.management@unive.it

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 of 30/06/2003, no. 196 and subsequent amendments and additions and to EU Regulations 2016/679. Comprehensive information on personal data processing can be found [here](#).

Person in charge of the procedure

In accordance with the provisions of Art. 5 of Italian Law of 07/08/1990, no. 241 and subsequent amendments and additions, the person in charge of the administrative procedure for this selection procedure 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, Venice
San Giobbe, Cannaregio 873
30121 Venezia

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 assignment of one of the two following profiles of Short-term Research Fellowship (lasting 7 months each profile)**, within the scope of the research programme **"Back Office AKIS"** (DGRV 1125/2023): Mapping of actors, information flows, and identification of the needs of the agricultural and agri-food system to define the social, relational, and innovative structure of the AKIS – Agricultural Knowledge and Innovation System (rif. contract rep. no. 261/2024 - prot. no. 288461 dated 23/12/2024):

(select the profile(s) for which you intend to apply)

- Profile 1:** "Analysis of the system for generating, disseminating, and enhancing knowledge for the agricultural sector in the Veneto Region", lasting **7 (seven) months**, for a total amount of **€ 11.200,00 euros - Tutor prof. Monica Plechero.**
- Profile 2:** "Analysis of the information and knowledge needs of the actors in the AKIS system of Veneto", lasting **7 (seven) months**, for a total amount of **€ 11.200,00 euros - Tutor prof. Vladi Finotto.**

CUP: J18H23000830009 – CIG: B302C5AC1F

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 **Master degree in** (*please specify the kind of Master's Degree and final evaluation*) _____

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 ____/____/____];



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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 to the Centre announcing the call for applications, 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, par. 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:

_____ (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 at <https://www.unive.it/data/29520/> and on the University website at <https://www.unive.it/data/28824/> 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.

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.



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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 fulfillment 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 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

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



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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.

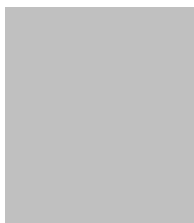
8) USER RIGHTS AND HOW TO EXERCISE THEM

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 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.

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

