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| **PERSONAL INFORMATION**  *(please fill in)* | |  | **PHOTO**  *(Please add a picture)* |
| **Surname** |  |  | |
| **First name** |  |
| **Birth date & place** |  |
| **Marital status** |  |
| **Nationality** |  |
| **Driving license** |  |
| **Car** |  |
| **E-Mail** |  |
| **Mobile phone** |  |
| **Address as per ID card** |  |

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| **DESIRED POSITION** *(Please specify)* |
|  |
| **Desired country and place** *(Please specify)* |
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| **FOREIGN LANGUAGE SKILLS** *(Please specify)* | | | |
| **Language/Level** | **Poor** | **Communicative** | **Good communicative** |
| **German** |  |  |  |
| **English** |  |  |  |
|  |  |  |  |

* *Poor – the applicant knows only single words from the everyday language as well as from the technical language, but is not able to form the sentences themselves.*
* *Communicative – the candidate responds to simple questions, not grammatically correct, but his/her statements can be understood. He/she has problems to express all his/her thoughts correctly but he/she knows the technical vocabulary which is required for the profession.*
* *Good communicative – The applicant is able to express almost all his/her thoughts, but sometimes in a clumsy way.*

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| **EDUCATION AND TRAINING** | | |
| **Period (from - to)** | **Name and type of educational institution** | **Profession/Qualification:** |
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| **ADDITIONAL QUALIFICATIONS**  *(Certificates, Diplomas, Professional courses*) | | |
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| **WORK EXPERIENCE** | | |
| **Period (from - to)** | **Duties**  *(State the position you worked on and give the main tasks that you have fulfilled)* | **Company**  *(Enter here the name and address of your employer)* |
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| **EMPLOYMENT INFORMATION** | |
| **Start date**  *When can you start a new job?* |  |
| **Notice period**  *If so, how long will it take?* |  |
| **Salary expectations**  *Please indicate here your desired remuneration (per hour or per month)* |  |

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| **OTHER INFORMATION** |
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