**CV FORM**

Guidelines for the completion of the CV

The standardized CV form defines the Curriculum Vitae (CV) layout for a tenderer to use when putting forward a person for a particular role.

**Use of the format in attachment 2 is mandatory - only CVs submitted in this format will be considered.**

**Do not indicate the names of the candidates on the CV forms** but numbers which have to be filled in the using the template given in attachment 4 "*Connection table"* to make the connection between numbers and names. In order to protect confidential personal data, CVs will be verified without the corresponding table.

In order to verify the information provided by the tenderers in relation to the manpower and qualification of the relevant staff proposed, tenderers should be aware of the fact that the EIT reserves the right to request from the tenderer that any of the proposed contractor's staff or subcontractors (including freelancers) may have to come for an interview during the evaluation phase stage. This possibility is at the entire discretion of the AGENCY and generally limited in the scope (generally not more than 5 interviews per tenderer). The AGENCY will not reimburse any cost in connection with the expenses incurred to come to the interviews

Please note that the supply of false information in the selection phase will lead to the exclusion of the tenderer at this stage of the tendering procedure.

**How to fill out the standardized CV form:**

1. **All the required information has to be provided**. Any missing or incomplete information may lead to a CV being discarded.
2. Where the information is to be provided in tabular form, **all the columns of the table** have to be filled in.
3. The CV should be a summary rather than a biography of an individual and must be in a format enabling a quick and accurate comparison with other CVs submitted to fill certain roles. There should be no unaccounted chronological breaks.
4. Each CV consists of one CV front page **and at least** one CV training page **and at least one** CV software expertise page **and at least** one CV professional experience page; more CV training, CV software expertise or CV experience pages may be added as necessary.
5. Specific expertise should mention the tools or topics in which the candidate has a high expertise. See the description of profiles in the Service Requirements document.
6. Software expertise :

* **Competence** must be rated from 1 (basic) to 5 (excellent).
* **Duration** must be expressed in months and has to relate clearly to the relevant entries under “Professional experience”.
* **Description** must state how the competence has been acquired and in what projects it has been used, relating clearly to the relevant entries under “Professional experience”.

1. Each CV professional experience page contains data about the projects the employee has participated in, its role and responsibilities, and the products or tools be used in the context of these projects. More CV experience pages must be added for more projects.

* **Dates** must indicate precisely the starting and ending months, and in addition the effective number of months that the person worked on the project.
* **Project size** is to be expressed as the total number of person-months.
* **Description** must include an explanation of the scope and results of the project (or task).
* For profiles providing critical services [e.g: Network Specialist (NS); Senior Network Specialist (SNS); Infrastructure Specialist (IS)] the 24/7 availability must be provided on request.

The professional experience pages must cover at least the minimum duration of professional experience needed by the profile and the possible years needed to cover the minimum qualifications after the studies.

**EIT CV FORM**

**CV front page**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CV number :** | *(indicate here the CV number)* **…………** | | | | | |
| **Date of birth:** | *(dd/mm/yy)* | | | | | |
| **Contract information:** | Date of recruitment (dd/mm/yy):  Comments: …………………….. | | |  | | |
| **Current function:** | *(indicate the function in the company)* | | |  | | |
| **Profile for which employee is entered:** | *Check the appropriate(s):* | | |  | | |
| *Lot 1:* | | | *Lot 2:* | | |
| 1. Data Base Administrator (DBA) 2. Infrastructure Specialist (IS) 3. IT Security Auditor (ISA) 4. Senior IT Security Auditor(SISA) 5. Network Specialist (NS) 6. Senior Network Specialist (SNS  * Project Manager(PM) * Senior Data Base Administrator(SDBA) * Senior IS Consultant (SIC) * Technical Writer (TW) * IT First Level Support Specialist | | | * Analyst Programmer(AP) * Application Architect (AR) * Business Analyst (BA) * Data Base Administrator (DBA) * Interface Designer (ID) * Infrastructure Specialist(IS) * Project Manager (PM) * Senior Analyst Programmer (SAP) * Senior Enterprise Architecture Consultant (SEAC) * IS Tester (TE) * Technical Writer (TW) * IS User Assistant Person (UA) * Webmaster (WM) * IT First Level Support Specialist | | |
| **Highest relevant educational qualification:** | *Check the appropriate :*   1. Master degree or equivalent (>=4 years) 2. Bachelor degree 3. Higher education 4. Secondary school   **Number of (successful) years after secondary school: ….** | Certificate and/or diploma obtained : | | | Institute:  Date: | |
| **Languages:**  (indicate level of skill: from 1=basic to 5=excellent) | English:  French:  German:  Other(s): | Spoken | | | Written | |
| **Professional experience** | Date (Year/month) IT career started: | | Number of years/months of experience (apart from the studies): | | | |
| **Specific expertise(s)** (with number of months experience for each) |  | | | | | |
| **Summary** (use this area to briefly indicate the major facts which should be known about this employee): | | | | | |  |

**CV training page**

|  |  |
| --- | --- |
| **CV number:** |  |
| **CV training page number for this CV:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRAINING** | | | | |
|  | **Training name:** | **Company/institute organising the training:** | **Date(s) training followed:** | **Exams or certificates:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CV software expertise page**

|  |  |
| --- | --- |
| **CV number:** |  |
| **CV software expertise page number for this CV:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Software expertise** | | | | |
|  | **Tool (precise manufacturer, product name and version(s))** | **Competence (rating : 1 -5)** | **Duration (in months)** | **Description (e.g. give relevant entries under “professional experience”)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CV professional experience page**

|  |  |
| --- | --- |
| **CV number:** |  |
| **CV experience page number for this CV:** |  |

|  |  |
| --- | --- |
| **PROJECT EXPERIENCE** | |
| **Project name:** |  |
| **Company:** |  |
| **Dates :** | **Start:** (mm/yy) E**nd:** (mm/yy) **Effective number of months worked on the project:** (months) |
| **Client :** |  |
| **Project size:** |  |
| **Project description** : | |
| **Employee’s Roles & Responsibilities in the project:** | |
| **Technologies and methodologies used by the employee in the project:** | |