



PERSONAL DOSSIER

1. PERSONAL INFORMATION

First of all, you will have to fill in the following grid with your personal data.

LAST NAME	
FIRST NAME	
GENDER	
DATE OF BIRTH	
PLACE OF BIRTH (COUNTRY)	
NATIONALITY	
ADDRESS IN THE HOST COUNTRY	
TELEPHONE NUMBER	
E-MAIL ADDRESS	
RESIDENCE PERMIT	
HOW LONG HAVE YOU BEEN LIVING IN THE HOST COUNTRY? (YEARS or MONTHS)	

Please do not forget to attach the following documents:

- Copy of your identity card or passport
- Copy of your residence permit

2.1. PROFESSIONAL HISTORY: WORK EXPERIENCE IN YOUR COUNTRY OF ORIGIN

You will have to describe separately each important job, placement or internship you have performed in your country of origin, starting with the most recent, specifying the duration, the organization and the activities performed.

Please fill in the grid below.

If necessary, please add one grid for each job, placement/internship you have performed.

JOB / PLACEMENT / INTERNSHIP	
PERIOD (from – to)	
DURATION (years or months)	
FREQUENCY (1/week, 1/month, part-time/full time/ etc.)	
POSITION	
MAINS ACTIVITIES, TASKS AND RESPONSABILITIES RELATED TO THE POSITION	
CONTEXT	<input type="checkbox"/> IN AN ORGANIZATION <input type="checkbox"/> FREELANCE or SELF EMPLOYED <input type="checkbox"/> WITH MY FAMILY <input type="checkbox"/> IN MY OWN TIME
IF IN A ORGANIZATION: NAME AND ADDRESS OF IT	
IF IN A ORGANIZATION: KIND OF WORK CONTRACT	<input type="checkbox"/> TEMPORARY CONTRACT <input type="checkbox"/> PERMANENT CONTRACT <input type="checkbox"/> PLACEMENT/ INTERNSHIP AGREEMENT <input type="checkbox"/> NO CONTRACT
DOCUMENT PROVING THIS EXPERIENCE*	<input type="checkbox"/> WORK CONTRACT <input type="checkbox"/> PAY SLIP <input type="checkbox"/> PLACEMENT/ INTERNSHIP AGREEMENT <input type="checkbox"/> REFERENCE LETTER <input type="checkbox"/> DECLARATION OF THE COMPANY/ORGANISATION <input type="checkbox"/> PHOTOS or VIDEOS <input type="checkbox"/> OTHER <input type="checkbox"/> NO PROVING DOCUMENT

* Please do not forget to attach the following documents:

- Copy of the work contract (if available)
- Copy of the pay slip (if available)
- Copy of the placement/internship agreement
- Copy of the reference letter or letter of recommendation (if available)
- Copy of the declaration of the company/organization (if available)
- Photos (if available)
- Videos (if available)
- Other

2.1. PROFESSIONAL HISTORY: WORK EXPERIENCE IN THE HOST COUNTRY

You will have to describe separately each important job, placement or internship you have performed in the host country, starting with the most recent, specifying the duration, the company or organization and the activities performed.

Please fill in the grid below.

If necessary, please add one grid for each job, placement/internship you have performed.

JOB / PLACEMENT / INTERNSHIP	
PERIOD (from – to)	
DURATION (years or months)	
FREQUENCY (1/week, 1/month, part-time/full time/ etc.)	
POSITION	
MAINS ACTIVITIES, TASKS AND RESPONSABILITIES RELATED TO THE POSITION	
CONTEXT	<input type="checkbox"/> IN A ORGANIZATION <input type="checkbox"/> FREELANCE or SELF EMPLOYED <input type="checkbox"/> WITH MY FAMILY <input type="checkbox"/> IN MY OWN TIME
IF IN A ORGANIZATION: NAME AND ADDRESS OF IT	
IF IN A ORGANIZATION: KIND OF WORK CONTRACT	<input type="checkbox"/> TEMPORARY CONTRACT <input type="checkbox"/> PERMANENT CONTRACT <input type="checkbox"/> PLACEMENT/ INTERNSHIP AGREEMENT <input type="checkbox"/> NO CONTRACT
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* Please do not forget to attach the following documents:

- Copy of the work contract (if available)
- Copy of the pay slip (if available)
- Copy of the placement/internship agreement
- Copy of the reference letter or letter of recommendation (if available)
- Copy of the declaration of the company/organization (if available)
- Photos (if available)

2.3. PROFESSIONAL HISTORY: WORK EXPERIENCE IN OTHER COUNTRIES

You will have to describe separately each important job, placement or internship you have performed in other countries, starting with the most recent, specifying the duration, the company or organization and the activities performed.

Please fill in the grid below.

If necessary, please add one grid for each job, placement/internship you have performed.

JOB / PLACEMENT / INTERNSHIP	
PERIOD (from – to)	
DURATION (years or months)	
FREQUENCY (1/week, 1/month, part-time/full time/ etc.)	
POSITION	
MAINS ACTIVITIES, TASKS AND RESPONSABILITIES RELATED TO THE POSITION	
CONTEXT	<input type="checkbox"/> IN A COMPANY/ORGANISATION <input type="checkbox"/> FREELANCE or SELF EMPLOYED <input type="checkbox"/> WITH MY FAMILY <input type="checkbox"/> IN MY OWN TIME
IF IN A ORGANIZATION: NAME AND ADDRESS OF IT	
IF IN A ORGANIZATION: KIND OF WORK CONTRACT	<input type="checkbox"/> TEMPORARY CONTRACT <input type="checkbox"/> PERMANENT CONTRACT <input type="checkbox"/> PLACEMENT/ INTERNSHIP AGREEMENT <input type="checkbox"/> NO CONTRACT
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- Copy of the work contract (if available)
- Copy of the pay slip (if available)
- Copy of the placement/internship agreement
- Copy of the reference letter or letter of recommendation (if available)
- Copy of the declaration of the company/organization (if available)
- photos (if available)

3.1. FORMATIVE HISTORY: EDUCATION AND TRAINING IN YOUR COUNTRY OF ORIGIN

You will have to describe separately each official academic degree, vocational training or professional certification, language certification, other course certification obtained in your country of origin, starting with the most recent one and following a descending chronological order, specifying the duration of the course, the school or centre that taught it, course objectives and associated contents.

Please fill in the grid below.

If necessary, please add one grid for each official academic degree, vocational training or professional certification, language certification, other course certification.

TITLE / CERTIFICATE	
PERIOD (from – to)	
DURATION (years or months)	
DENOMINATION OF THE TITLE / CERTIFICATE	
CONTENTS/SUBJECTS STUDIED	
NAME OF THE SCHOOL / CENTRE	
ADRESS OF THE SCHOOL / CENTRE	
DOCUMENT PROVING THIS STUDY PATH*	<input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DECLARATION OF THE SCHOOL / CENTRE <input type="checkbox"/> OTHER <input type="checkbox"/> NO PROVING DOCUMENT

* Please do not forget to attach the following documents:

- Copy of the certificate (if available)
- Ccopy of the declaration of the school /centre (if available)
- Other

3.2. FORMATIVE HISTORY: EDUCATION AND TRAINING IN THE HOST COUNTRY

You will have to describe separately each official academic degree, vocational training or professional certification, language certification, other course certification obtained in the host country, starting with the most recent one and following a descending chronological order, specifying the duration of the course, the school or centre that taught it, course objectives and associated contents.

Please fill in the grid below.

If necessary, please add one grid for each official academic degree, vocational training or professional certification, language certification, other course certification.

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DURATION (years or months)	
DENOMINATION OF THE TITLE / CERTIFICATE	
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- Other



4. HOBBIES, INTERESTS, ASSOCIATION ACTIVITIES, VOLUNTEER WORKS (INFORMAL CONTEXTS OF LEARNING)

Experiences and involvements in your everyday life and in your spare time can have as a result some important learning outcomes and skills that might be spent at work.

Try to think about and reflect on them.

Please describe them separately in the grid below.

EVERYDAY ACTIVITIES	
HOBBIES	
SPORTS	
ASSOCIATION ACTIVITIES	
VOLUNTEER WORKS	