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| HEIACert is a department at HEIA, HEIACert is a wholly owned, a part of legal entity of HEIA, it’s defined as standalone, independent, and impartial department established by HEIA Board of Directors to deliver accredited Certification Services and Training Services that secure the reputation of Egyptian fresh produce Exports industry.  |
| ***PLEASE PRINT and you can use additional sheets if necessary “you can attach your Curriculum Vitae”*** |
| **Personal Information**  |
| **Full Name**  |  |
| **Address 1** |  |
| **Address 2****”if applicable”** |  |
| **Telephone /Mobile**  |  |
| **E-mail** |  |
| **Date of Birth/Age** |  |
| **Nationality** |  |
| **Status**  |  |
| **Job Applied for** |
| **I applied for a position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Have you ever applied for employment here before?** **[ ]  Yes [ ]  No**If yes, when? ……………………………………………………………………………………………………………………………………………………………………………………………………………………………. **Have you ever worked for the HEIA/HEIACert before?** **[ ]  Yes [ ]  No**If yes, explain? ................................................................................................................................................................................................................................. |
| **Education and Qualification**  |
|  **Faculty/College Name** |  |
| **Section graduated**  |  |
| **Year/Grad**  |  |
| **University**  |  |
| **Post Graduate** **“if applicable”**  |  |
| **Work Experience** *(Present or the most recent first)* |
| **From: to**  |  |
|  **Job-Work Title**  |  |
| **Organization/Company Details**  | **Organization/Company Name:** **Department/unit:** **Organization/Company Address:** **Telephone: E-mail/Website:** |
| **Main Responsibilities**  | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Previous Employment**  |
| **From: to**  |  |
|  **Job-Work Title**  |  |
| **Organization/Company Details**  | **Organization/Company Name:** **Department/unit:** **Organization/Company Address:** **Telephone: E-mail/Website:** |
| **Main Responsibilities**  | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Previous Employment** |
| **From: to**  |  |
|  **Job-Work Title**  |  |
| **Organization/Company Details**  | **Organization/Company Name:** **Department/unit:** **Organization/Company Address:** **Telephone: E-mail/Website:** |
| **Main Responsibilities**  | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **For Inspection/Audit/Assessment Experience** |
| ***PLEASE: Attach your inspection/Audit/Assessment Log (as Third /Second /First party with the scope, the criteria and the auditee)*** |
| **Training** *(most recent first)* |
| **Date (From: to)** | **Training/Course Title** | **Training Body** | **Trainer name****“if applicable”** |
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| **Personnel Skills**  |
| **Mother Language**  |  |
| **English Language**  | **Understanding** | **Speaking** | **Writing** |
| **Listening** | **Reading**  | **Spoken interaction**  | **Spoken production**  |
|  |  |  |  |  |
| **0ther Language** |  |
| **Communication skills** |  |
| **Computer skills** |  |
| **Annexes**  |
| 1. Copies of Training Certification and Degree Qualifications,
2. List of the Previous Clients for the last two years (Consultancy Log) or any current activities that may be potentially a conflict of Interest.
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| **DECLARATION** |
| **I hereby declare that all the above information is true and correct to the best of my knowledge and belief****Applicant Signature:** **Date signed:**  |