
Introduction to this Curriculum Vitae:

In order to facilitate the entrance into the job market for refugees and asylum seekers, we have created this version of a curriculum vitae which is purposely held in an easy language.

There should be two versions of this curriculum vitae: one written in German and one in the respective native language: This way, a clear knowledge transfer for both sides is created and the language barrier is minimized when dealing with public institutions.

Important Note: Keeping in mind the current controversies around illegal wire-tapping scandals and links to terrorism, we acknowledge that sensitive data (e.g. name, present address, residential status, past work places etc.) might put asylum seekers and refugees at a serious risk; a risk we do not want to take responsibility for (especially if the CV is available via phone for example). Another common problem is the housing situation, where a secure storage of documents might not be possible because of the number of people living in one room.

This is why we deliberately leave out any references to sensitive data in our version of the curriculum vitae. This anonymous version will be complete only in combination with the currently valid document of identification (where name, address and residential status can be obtained).

Complete records containing name, address etc. should only be saved by public institutions (universities, public agencies etc.)

As a basic rule, **anonymity** and **voluntary participation** should always be top priority for the sake of all refugees!

Curriculum Vitae

a) School Education:

	From.. until..	Degree (date and title)
Primary School (Grundschule):		
Lower Secondary School (Hauptschule):		
Secondary School (Realschule):		
Upper Secondary School (Gymnasium):		
Vocational School (Berufsfachschule)		
technical college (Fachhochschule)		
University		

b) Professional education:

Professional Education	Area of work	From.. until..

Professional qualification with date:

Recognition of professional qualification: YES: NO: in progress:

c) Work experiences:

From.. until..	Area of work	Position	Tasks

d) Language Skills:

Mother tongue:

Knowledge of German	beginner	basic knowledge	advanced	fluent
oral				
written				

German language course: YES: started on: finished on: at language school:

NO:

Knowledge of English	beginner	Basic knowledge	advanced	fluent
oral				
written				

Other languages:

e) other relevant information:

Driving licence: YES: issued in: NO: Type of licence: car: truck: bus:	
IT skills: YES: NO: Which programs:	
Do you know how to write an email? YES: NO:	

f) Hobbies: e.g. sports, music, etc.

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