## LOCAL GOVERNMENT SERVICE - CURRICULUM VITAE

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| **Name of District:** |  |
| **Name of Region:** |  |
| **Department / Unit currently working in:** |  |
| **Current Grade:*****(from the latest promotion letter)*** |  |
| **Current Position:** *(under your department in the MMDA)*  |  |

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| 1. **PERSONAL DATA**
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| **SURNAME name:**  |  | **First Name(s):** |  | **OTHER Name(s):** |  |
| **Date of birth (DD/MM/YYYY):**  |  |
| **Marital status:**  |  |
| **Nationality:**  |  |
| **Contact number(s):** |  |
| **Email address:** |  |
| **Postal Address:** |  |

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| **2. EMPLOYMENT RECORD** *(Most recent employment first)* |
| **Employer's Name:** | **Period of service:****(From – To)** | **Position with the Institution(s):** |
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| 1. **EDUCATION & MEMBERSHIP OF RECOGNIZED PROFESSIONAL BODY**
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| **Institution (University, Poly Tech., etc.), city and country:** | **Length of education****[Date: from (month/year) to (month/year)]** | **Qualification obtained with Discipline:** **(Degree, Diploma, etc.)** |
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| **Name of the Recognized Professional Body & its Membership Number:** |  |

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| **4. LANGUAGE SKILLS** *(State language and level of speaking, reading and writing skills (Mother Tongue, Perfect, Average, Poor)* |
| **Language:** | **Speaking skills:** | **Reading skills:** | **Writing skills:** |
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| 1. **EXPERIENCE RECORDS**
 |
| **Year:** **(From – To)** | **Name of Institution:** | **Region, District:** | **Duties /Area of Responsibility:***(add more rows if necessary)* |
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| 1. **SEMINARS AND WORKSHOPS ATTENDED**
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| 1. **REFREE**
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*Note: Please input your information in all areas stated in the CV format, above.*

**CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe me, my qualifications ad my experience.

 *(Name and Signature)*

 Date: