Resume For the Applicant

***Note: Please delete the lines as you key in your information***

**Name of applicant**[*Insert full name*]:

**Mobile No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position applying for:**

**Date of Birth**:

**Nationality**:

**Education** *(add more rows accordingly)*

| **University Attended** | **Degree obtained**  | **Date Obtained** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Other Relevant Training**:

**Counties of Work Experience in Kenya**: [*List counties where applicant has worked in the last three years*]:

**Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

| **Language** |  **Speaking** | **Reading** | **Writing** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment Record** (edit appropriately)

| **Year (From-To)** | **Employer** | **Position held** |
| --- | --- | --- |
| E.g., 2022 to date |  |  |
| 2021-2022 |  |  |
|  |  |  |

| **Detailed Tasks Assigned**[*List all tasks to be performed under this assignment according to the TOR]* | **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**[*Among the* *assignments in which the applicant has been involved, indicate the following information for* *up to THREE of* *those assignments that best illustrate staff capability to handle the tasks listed under point in the TOR.*] *Add rows accordingly.* Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed:  |
| --- | --- |

Do you currently have other engagements with other organizations? If yes, please provide details about your earliest availability for this assignment.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certification**

I certify that (1) to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience; (2) that I am available for the assignment for which I am proposed; and (3) that I am proposed only by one Offeror and under one proposal.

I understand that any wilful misstatement or misrepresentation herein may lead to my disqualification or removal from the selected team undertaking the assignment.

 Date:

*[Signature of applicant]* *Day/Month/Year*