

Form A. Application Submission

[Location: dd/mm/yy]

To:

[Name]

[Address of Client]

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for **[Insert title of assignment]** in strict accordance with your Request for Application dated **[dd/mm/yy]**.

I undertake, if I am selected, to initiate the [Insert title of assignment] Services related to the assignment not later than the date indicated in Clause Reference 26.1 of the Application Data Sheet.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Form B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>			
2	NAME OF APPLICANT	:	<i>[state full name]</i>		
3	MAILING ADDRESS & CELL NO.				
4	PERMANENT ADDRESS				
5	DATE OF BIRTH	:	<i>[dd/mm/yy]</i>		
6	NATIONALITY	:			
7	EDUCATION <i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>				
8.	MEMBERSHIP IN PROFESSIONAL SOCIETIES <i>[state rank and name of society and year of attaining that rank].</i>				
9	OTHER TRAINING <i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>				
10	COMPUTER LITERACY				
11	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
12	COUNTRIES OF WORK EXPERIENCE				
13	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i> <i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>				
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>		
	EMPLOYER 2	FROM:	TO:		

EMPLOYER 3	FROM:	TO:
EMPLOYER 4 (etc)	FROM:	TO:
14	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
15	ANY OTHER INFORMATION OTHER THAN ABOVE MAY INCLUDED	

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy
