



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI INFORMATICA
SCIENZA E INGEGNERIA

ANNEX 1)

To the Director

Department _____

The undersigned _____

HEREBY APPLIES

to participate in the comparative selection, based on qualifications and interview, for the award of an occasional self-employment assignment pursuant to and for the purposes of Article 2222 et seq. of the Italian Civil Code, for the needs of _____

For this purpose, the applicant declares under his/her own responsibility that all information provided in this application is true, pursuant to Article 46 of Italian Presidential Decree No. 445/2000:

SURNAME					
FIRST NAME					
DATE OF BIRTH					
PLACE OF BIRTH		PROVINCE			
ITALIAN TAX CODE					
RESIDENT IN		PROVINCE			
		POSTCODE			
STREET		N.			
ITALIAN CITIZENSHIP	<table><tr><td>YES</td><td>NO</td></tr></table>			YES	NO
YES	NO				
EU CITIZENS: citizenship					
NON-EU CITIZENS: citizenship					

REGISTRATION ON ELECTORAL ROLLS
(Italian citizens only)



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YES

Municipality: _____

NO

Reason _____

CRIMINAL CONVICTIONS

NO

YES

Specify _____

REQUIREMENTS:

- Academic qualification:

➤ **Previous degree system:** _____

Awarded by _____

Country _____

Date awarded

--

Grade:

➤ **Current degree system:** _____

belonging to the Specialist/Master's Degree class:

Awarded by _____

Country _____

Date awarded

--

Grade:

- Foreign academic qualification:

➤ **Level and title of qualification obtained** _____

Awarded by _____

Country _____

☐

to hold a declaration of equivalence issued pursuant to the applicable legislation

☐

to attach to this application an Italian or English translation of the foreign qualification, accompanied by a self-declaration stating that the translation conforms to the original



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- NOT to be related by blood or marriage, up to and including the fourth degree, to a professor belonging to the department requesting the appointment, or to the Rector, the General Manager, or a member of the University Board of Governors;
- not to have taken early retirement on seniority grounds pursuant to Article 25 of Law No. 724/1995;
- not to have any criminal convictions and/or pending criminal proceedings that could give rise to incompatibility with the assignment to be performed. Otherwise, specify which ones _____;
- to list in the curriculum vitae attached to the application the qualifications submitted for assessment.

Do you have a disability?

YES

NO

and _____ to require the following assistance/accommodation

➤ to designate the following address for communications concerning this selection:

STREET

No.

MUNICIPALITY

PROVINCE

POSTCODE

TELEPHONE

MOBILE PHONE

E-MAIL ADDRESS

C/O

The undersigned attaches to this application a photocopy of a valid identity document.

The undersigned consents to the processing of the personal data provided, in accordance with Regulation (EU) 2016/679 and Italian Legislative Decree No. 196/2003, as subsequently amended, for purposes connected with this procedure.



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Date,

Signature

The applicant attaches a **dated and signed** curriculum vitae to this application and declares that all information contained therein is true pursuant to Article 46 of Presidential Decree No. 445/2000, and that any photocopies attached conform to the originals pursuant to Article 47 of Presidential Decree No. 445/2000.

Date,

Signature



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ANNEX 2)

European format for the curriculum vitae



PERSONAL INFORMATION

Name [SURNAME, FIRST NAME AND, WHERE APPLICABLE, OTHER NAMES]
Address [HOUSE NUMBER, STREET OR SQUARE, POSTCODE, CITY, COUNTRY]

Nationality

WORK EXPERIENCE

- Dates (from – to) [START WITH THE MOST RECENT INFORMATION AND LIST EACH relevant position held separately.]
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

EDUCATION AND TRAINING

- Dates (from – to) [Start with the most recent information and list each relevant course successfully completed separately.]
- Name and type of education or training institution
- Principal subjects / occupational skills covered
- Title of qualification awarded
- Level in national classification (if applicable)



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Personal skills and competences

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

FIRST LANGUAGE

[SPECIFY FIRST LANGUAGE]

OTHER LANGUAGES

[SPECIFY LANGUAGE]

- **Reading skills**
- **Writing skills**
- **Spoken interaction**

[SPECIFY LEVEL: EXCELLENT, GOOD, BASIC.]

[SPECIFY LEVEL: EXCELLENT, GOOD, BASIC.]

[SPECIFY LEVEL: EXCELLENT, GOOD, BASIC.]

SOCIAL SKILLS AND
COMPETENCES

[DESCRIBE THESE COMPETENCES AND INDICATE WHERE THEY WERE ACQUIRED.]

Living and working with other people in multicultural environments, in positions where communication is important and in situations where teamwork is essential (e.g. culture and sport), etc.

ORGANISATIONAL SKILLS
AND COMPETENCES

[DESCRIBE THESE COMPETENCES AND INDICATE WHERE THEY WERE ACQUIRED.]

For example, coordination and administration of people, projects and budgets; at work, in voluntary activities (e.g. culture and sport), at home, etc.

TECHNICAL SKILLS AND
COMPETENCES

[DESCRIBE THESE COMPETENCES AND INDICATE WHERE THEY WERE ACQUIRED.]

With computers, specific equipment, machinery, etc.

ARTISTIC SKILLS AND
COMPETENCES

[DESCRIBE THESE COMPETENCES AND INDICATE WHERE THEY WERE ACQUIRED.]



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Music, writing, drawing, etc.

OTHER SKILLS AND
COMPETENCES

*Skills not previously
mentioned.*

[DESCRIBE THESE COMPETENCES AND INDICATE WHERE THEY WERE
ACQUIRED.]

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

[Include here any other relevant information, for example contact
persons,
references, etc.]

ANNEXES

[LIST ANY ANNEXES TO THE CV, IF APPLICABLE.]

Date

Signature