**ANNEXURE A: CURRICULM VITAE TEMPLATE**

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Personal Information:** | **Surname** |  |
| **First names** |  |
| **Identity / Passport Number** |  |
| **Gender** |  |
| **Nationality** |  |

1. **Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualifications** | | | | | |
| **Name of Qualification** | **Institution** | **Description (Optional)** | **Start Date** | **End Date** | **Professional Registration (Optional)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* International qualifications must be accompanied by SAQA accreditation. Non-submission of a certified SAQA accreditation certificate will result in disqualification.
* Candidates with non-relevant qualifications will be assigned a score of one, equivalent matric certificate (NQF4).
* Only highest relevant and completed qualification(s) obtained to be listed above.

1. **Employment History**

(Add additional entries if required. *Please start with the most recent employment and include the start date (MM/YY) and end date (MM/YY) related to each employment under the first column*.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Experience** | | | | | |
| **Name of Employer** | **Position Held** | **Role description** | **Start Date** | **End date** | **Number of Years’ Experience** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* *Please start with the most recent employment*
* For evaluation purposes experience not relevant to services required in this bid will not be considered or counted in the overall number of years’ experience.

1. **References**

Please provide at least three employment references from the past 5 years. References must ideally be individuals who were either your managers/supervisors where you were an employee or Client representative in the case where you were appointed service provider.

|  |  |  |
| --- | --- | --- |
| 1 | Name of referee |  |
| Organisation |  |
| Position of referee in organisation |  |
| Contact telephone / Cell number of referee |  |
| 2 | Name of referee |  |
| Organisation |  |
| Position of referee in organisation |  |
| Contact telephone / Cell number of referee |  |

**I, HEREBY CONFIRM THAT I AM AVAILABLE TO BE PART OF THE PROJECT AND THAT I AM NOT INCLUDED AS A TEAM MEMBER IN ANOTHER BID PROPOSAL FOR THIS PROJECT.**

**SIGNATURE:**