

**personal questionnaire - job seeker**

In case the space allocated in this questionnaire for each question is insufficient, please provide the necessary information in an annex.

**A. Personal data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name** |  | **Name** |  |
| **Title** before name |  | **The title** behind the name |  | **Date of birth** |  |
| **Nationality** |  | **Place of birth** |  |

|  |  |
| --- | --- |
| **Address of permanent residence** |  |
| **Correspondence address** |  |
| **Phone** |  | **e-mail** |  |

**B. Education and skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree of education** | **Name and location of school/institution** | **Number of classes** (semesters) | **Year of termination** | **Specialisation, field of study** |
| Basic |  |  |  |  |
| lower secondary/vocational  |  |  |  |  |
| medium | vocational (teaching certificate) |  |  |  |  |
| full general |  |  |  |  |
| full department.(matriculation) |  |  |  |  |
| higher professional |  |  |  |  |
| College | Bachelor |  |  |  |  |
| Master's |  |  |  |  |
| Doctoral |  |  |  |  |
| jiné/more |  |  |  |  |
| jiné/more |  |  |  |  |
| Docentura |  |  |  |  |
| Professorship |  |  |  |  |
| Ongoing |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses and retraining** | **Name and location of school (institution)** | **Scope** | **Year of termination** | **Specialisation, field of study** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language skills** | **Language** | **Degree of knowledge** |  | **Grade** | **Knowledge of the language** |
|  |  |  | *A1* | *weaker passive*  |
|  | *A2* | *passive*  |
|  |  |  | *B1* | *communicative level* |
|  | *B2* | *good communicative level* |
|  |  |  | *C1* | *very good* |
|  | *C2* | *excellent* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional expertise** (e.g. IT, ...) | **Specifications** (software name, etc.) | **Level of knowledge** |  | **Driving licence** |
|  |  |  | yes - no |
|  |  |  | **From** (date or year)**:** |
|  |  |  |  |
|  |  |  | **Group:** a b c d e m t  |

**C. previous employment/other main gainful activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **Name and address of the employer - company** | **Function name- type of activity** | **Reason for terminationemployment/activity** |
| **to** |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
|  |  |  |  |
|  |

|  |  |
| --- | --- |
| **Overview of key knowledge, practical experience and skills** |  |

**D. Statement**

1. S I agree that my personal data provided in this questionnaire will be processed and kept by the Silesian University in Opava for the purposes and for the duration of this selection procedure and for the duration of my employment.
2. By my signature I confirm that all the information I have provided is complete and true.

 In ................................. on ........................... Signature: . ................................................