Title of the Assignment: Business Forum Management Specialist

Department:

Surname: First Name:

Birth Date: Nationality:

Address: Country:

Telephone: E-mail:

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| --- | --- |
| **Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank?**  | Yes [ ]  No [ ]  If « Yes », the following data must be provided |
| Name | Relationship | Organisation Unit | Place of Assignment |
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| --- | --- | --- | --- |
| **Language Level** | Read | Written | Spoken |
| English | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent |
| French | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent |
| Other (specify)  | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent |

**Key Qualifications:**

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

**Education (University Level and above only):**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of University - City - Country  | Period  | Diploma Obtained | Main Topic / Major |
|  |  | From | To |  |  |  |  |  |  |  |
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**Professional Training:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training Institution- City - Country  | Type of Training | Period  | Certificates or Diploma Obtained |
|  |  | From | From |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**Employment Record:**

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

* Name of the Employer
* Type of Activity/Business of the Employer
* Title / Function
* Place of Employment
* Brief Description (three lines maximum) of main accomplishments and responsibilities

**Reference:**

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: \_\_\_\_\_\_\_\_\_\_\_\_

*Signature:*