**BIOGRAPHICAL DATA SHEET**

**proposed daily rate for current tasks/TOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR or USD (please specify)**

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| **PERSONAL INFORMATION** | | |
| 1. Full Name *(Last, First, Middle)* | 2. Place of Birth | 3. Citizenship |
| 4. Telephone number (*including area code)* | 5. E-mail address | |

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| **EDUCATION** *(include all college or university degrees)* | | | |
| Name and Location of Institution | Major | Degree | Date |
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| **LANGUAGE PROFICIENCY** *(see Instruction on Page 3)* | | | |
| Language | Proficiency - Speaking | Proficiency - Reading | Proficiency - Writing |
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| **EMPLOYMENT HISTORY** | | | | |
| 1. **Give last three (3) years.** List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment. 2. **Salary definition** – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, and consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances. | | | | |
| Position Title | Employer’s Name And Address.  Point Of Contact &Telephone # | Dates of Employment *(M/D/Y)* | | Annual Salary  (currency indicated in the contract) |
| From | To |
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| **SPECIFIC CONSULTANT SERVICES *(give last three (3) years)*** | | | | | |
| Services Performed | Contractor’s Name And Address.  Point Of Contact &Telephone # | Dates of Employment *(M/D/Y)* | | Days Worked | Daily Rate (currency indicated in the contract) |
| From | To |
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| **CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.**  **CONFIRMATION OF THE APPLICANT FOR PERSONAL DATA PROCESSING:** By signing this sheet I agree to give my consent for Eurasian Harm Reduction Association (EHRA) to use my personal data for purposes specified in the Eurasian Harm Reduction Association Data Protection Policy. I agree that my data will be stored in the archives of EHRA in accordance with the order of the Lithuanian State Archive on the Approval of the total period for keeping the documents. | |
| Signature | Date |

## ***INSTRUCTION***

Indicate your language proficiency using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels).

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| --- | --- | --- | --- | --- |
|  | 2 - Limited working proficiency | 3 - General professional proficiency | 4 - Advanced professional proficiency | 5 - Functional native proficiency |
| **Speaking** | Able to satisfy routine special demands and limited work requirements. | Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics. | Able to use the language fluently and accurately on all levels normally pertinent to professional needs. | Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken. |
| **Reading** | Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts. | Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects. | Able to read fluently and accurately all styles and forms of the language pertinent to professional needs | Reading proficiency is functionally equivalent to that of the well-educated native reader. |
| **Writing** | Able to write routine social correspondence and prepare documentary materials required for most limited work requirements. Has writing vocabulary sufficient to express himself/herself simply with some circumlocutions. | Able to use the language effectively in most formal and informal written exchanges on practical, social and professional topics. Can write reports, summaries on particular areas of interest or on special fields with reasonable ease. | Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs. Errors of grammar are rare including those in low frequency complex structures. | Has writing proficiency equal to that of a well-educated native. |