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DIDACTIC TOOLS

**K.C.5_Personal, social and learning to
learn competence**

Cpia 1 Palermo



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LEARNING UNIT 1

Looking for a job announcement and job interview

Attachment 1

1. Read the following announcements and complete the table with the information in the announcements.

1. A leading company in telecommunications based in Treviso is looking for qualified call center operators for temporary employment. Send CV to teletel@operatori.com

2. We offer part time work as waiter in a bar in the centre of Venice. The offer is addressed to young people (maximum 25 years) of both sexes, with previous experience in the same job and knowledge of at least one foreign language. We're looking for people available in the evenings. Interested people can come directly to the bar in Piazza San Marco, 2, Venice.



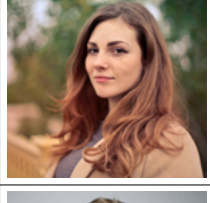
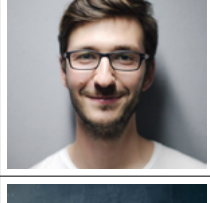

3. Indossami clothing chain selects shop assistants, also foreign ones, for the store in Prato. We require beautiful presence and availability to work on shifts even on public holidays. Also first experience. Send Curriculum with photo to selezionecommessi@indossami.com

4. Italian family in Trapani is looking for a native English-speaking babysitter, owning a car, for two children aged 6 and 10. We offer food and accommodation and the possibility to attend an Italian language course. Telephone 0923 6691347 at lunchtime.

5. We search a computer programmer with degree and at least 3 years experience in the field for full time collaboration. It is required excellent knowledge of English language and availability to travel. We offer a permanent contract and a company car. To apply, please send your CV and cover letter to info@nuoveassunzioni.it

	Ann. 1	Ann. 2	Ann. 3	Ann. 4	Ann. 5
Type of work					
Type of contract					
Timetable					
Place of work					
Experience					
Qualification					

2. Match the announcements to the right person.

	<p>I am Zoe, from the USA. I am 27 years old, I have been in Italy for 4 years and I would like to improve my knowledge of Italian. I like contact with people and I love children. I am free even on weekends. I have a driving license, but not a car.</p>	<p>N°Ann.</p>
	<p>My name is Giovanni, I am 19 years old, I got my diploma in computer science last year. I speak English well, I love travelling and would like to begin to work as soon as possible.</p>	<p>N°Ann.</p>
	<p>I am a language student, living in the province of Venice, and I'm looking for a job as a waitress or shop assistant. I am available to work from Monday to Friday, even in the evening.</p>	<p>N°Ann.</p>
	<p>I am Giorgio, I live in Treviso and I graduated in 2011 in computer science. I worked for 4 years for a software company, now I am looking for a new job possibly abroad. I speak fluent English and Spanish.</p>	<p>N°Ann.</p>
	<p>English lady, with good reference, and with a car, is available immediately as a domestic helper or babysitter. Available to move to the north of Italy.</p>	<p>N°Ann.</p>

Attachment 2



Attachment 3

Where can I find a job?

- **Employment centres**

Public offices offering job search services to citizens and businesses.

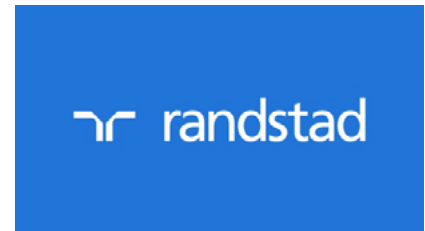
For example, they provide information and job orientation; they run databases; they improve job matching.



- **Employment agencies**

Private offices aimed at improving job matching as:

Adecco, Manpower, Randstad



- **Websites**

Indeed, Careerbuilder, LinkedIn, national and local newspapers



Attachment 4

Read the text and fill the blank spaces with these words:

An employment centre provides a one-stop shop for services and income supports with a range of personalised supports to

In your local employment Centre you can get jobseeking advice, on job vacancies and income (your weekly payment) all in one place.

JOBSEEKER

SUPPORT

EMPLOYMENT

INFORMATION

Attachment 5

1. Non verbal communication. Even our body talks during a job interview. Look at the photos and say if these gestures and expressions are suitable in a job interview.



Yes No



Yes No



Yes No



Yes No



Yes No



Yes No

2. Match left column sentences with right column sentences.

THE RULES FOR A GOOD JOB INTERVIEW		
1	Show your strengths	a Search the company's website to know the structure, products or services offered and, if possible, talk to employees or former employees. In this way you will understand a lot of the business style and the profile required
2	Listen to the person interviewing you and answer the questions clearly	b Body language counts a lot: sit properly and relax, maintain a natural gesture
3	Do not lie especially about your knowledge of foreign languages	c Who is responsible for the selection of the staff knows a thousand ways and questions to understand if you are telling the truth
4	Look in the face who speaks	d Highlight your positive aspects and explain why you are the right person for that place
5	Collect information about the company before the job interview	e Clothing is also very important to evaluate a possible candidate
6	Dress appropriately and not too formal	f Make positive examples of your experience but in a concise way. However, avoid the answers of a single word

Attachment 6

IDENTITY CARDS

10 years of experience as an electrician. He studied biology and computer science. He has worked for private societies.

30 years, 10 years of experience in a restaurant in Venice. He has 2 children, he is fine arts' lover, plays guitar and he loves running. He worked as a promoter for a phone company.

Young bricklayer. Athletic, he speaks English and French. He worked as a caretaker of elderly persons.

He has Indian origins and has 3 children. He speaks Urdu and he loves the craft. He worked as a waiter in Australia for five years, then he was a butcher.

Psychologist, she likes running, staying in company and in contact with nature. She's been working for 10 years.

44 years old, cashier. She loves reading and writing, she writes stories for her grandchildren.

Nurse with 30 years of experience. She speaks English, Arabic and French. She remained without work for a long period. She loves to be in company.

Pizzaiole for 10 years, married with 4 children. He speaks Spanish. When he was young, he worked on ships for tourists as sailor.

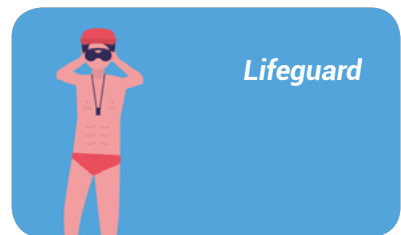
JOB CARDS



Tour guide



Linguistic-cultural mediator



Lifeguard



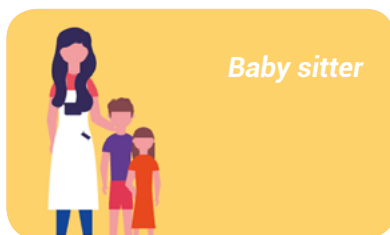
House painter



Singer



Writer



Baby sitter



Pizzaiole



LEARNING UNIT 2

The work contract

Attachment 1

The Language of Contracts. Match the word with the same meaning.

1	Grievance	a	The company
2	Disciplinary Procedure	b	Problem
3	Giving notice	c	You lose your job
4	Arrears	d	Start
5	Commencement	e	Person who works for a company
6	End of contract	f	For the month before
7	Termination	g	What happens if you do something wrong
8	Employee	h	Feel ill
9	Employer	i	You finish your job
10	Sickness	j	Telling the other party (employer or employee) the working relationship is about to end

1	2	3	4	5	6	7	8	9	10

Attachment 2

Identify among these three lists of possible working conditions the one best suited to your needs.

	1	2	3
JOB	Entertainer	Executive Secretary	Personnel selection officer
EMPLOYER	Happy Tour	Global Services	Leasing company
PLACE	Resorts	Netherlands	Rome
CONTRACT TYPE	Seasonal contract	Temporary contract with part time	Open-ended contract
SALARY	2,000 euros per month	1,000 euros per month	1,800 euros per month
WORKING HOURS	8 hours a day with the possibility of shifts	4 hours a day, from Monday to Friday	From Monday to Friday 9.00-18.00 or 10.00.19.00

Attachment 3

Employment Agreement (Sample)

This agreement made as of the day of....., 20....., between [name of employer];

having its principal place of business at (the "Employer");
and [name of employee], of the City of (the "Employee").

Whereas the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

In consideration of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree as follows:

1. Employment

The Employee agrees that he will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- (a) -
- (b) -
- (c) -
- (d) -
- (e) - Other duties as may arise from time to time and as may be assigned to the employee.

3. Compensation

(a) - As full compensation for all services provided the employee shall be paid at the rate of Such payments shall be subject to such normal statutory deductions by the Employer.

(b) - (may wish to include bonus calculations or omit in order to exercise discretion).

(c) - The salary mentioned in paragraph (l)(a) shall be review on an annual basis.

(d) - All reasonable expenses arising out of employment shall be reimbursed assuming same have been authorized prior to being incurred and with the provision of appropriate receipts.

4. Vacation

The Employee shall be entitled to vacations in the amount of weeks per annum.

5. Benefits

The Employer shall at its expense provide the Employee with the Health Plan that is currently in place or as may be in place from time to time.

6. Probation Period

It is understood and agreed that the first ninety days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

7. Performance Reviews

The Employee will be provided with a written performance appraisal at least once per year and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

8. Termination

(a) The Employee may at any time terminate this agreement and his employment by giving not less than two weeks written notice to the Employer.

(b) The Employer may terminate this Agreement and the Employee's employment at any time, without notice or payment in lieu of notice, for sufficient cause.

(c) The Employer may terminate the employment of the Employee at any time without the requirement to show sufficient cause pursuant to (b) above, provided the Employer pays to the Employee an amount as required by the Employment Standards Act 2000 or other such legislation as may be in effect at the time of termination. This payment shall constitute the employees entire entitlement arising from said termination.

(d) The employee agrees to return any property of at the time of termination.

9. Non- Competition

(1) It is further acknowledged and agreed that following termination of the employee's employment with for any reason the employee shall not hire or attempt to hire any current employees of

(2) It is further acknowledged and agreed that following termination of the employee's employment with for any reason the employee shall not solicit business from current clients or clients who have retained in the 6

month period immediately preceding the employee's termination.

10. Laws

This agreement shall be governed by the laws of the [State's name].

11. Independent Legal Advice

The Employee acknowledges that the Employer has provided the Employee with a reasonable opportunity to obtain independent legal advice with respect to this agreement, and that either:

- (a) The Employee has had such independent legal advice prior to executing this agreement, or;
- (b) The Employee has willingly chosen not to obtain such advice and to execute this agreement without having obtained such advice.

12. Entire Agreement

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto.

13. Severability

The parties here to agree that in the event any article or part thereof of this agreement is held to be unenforceable or invalid then said article or part shall be struck and all remaining provision shall remain in full force and effect.

In witness whereof the Employer has caused this agreement to be executed by its duly authorized officers and the Employee has set his hand as of the date first above written. **signed, sealed and delivered** in the presence of:

.....
[Name of employee]

.....
[Signature of Employee]

.....
[Name of Employer Rep]

.....
[Signature of Employer Rep]
[Title]

Attachment 4

Read the contract and answer the questions.

Employment Contract

This contract, dated on the 5th day of March in the year 2020, is made between H&M, the employer, and Njie Jorr, the employee, born in Brikama, Gambia, June 8th 1998. This document constitutes an employment agreement between these two parties and is governed by the laws of Germany.

The parties agree to the following terms and conditions:

1. Employment

The Employee agrees that he or she will faithfully and to the best of their ability carry out the duties and responsibilities communicated to them by the Employer. The Employee shall comply with all company policies, rules and procedures at all times.

2. Position

As a shop assistant, it is the duty of the Employee to perform all essential job functions and duties. From time to time, the Employer may also add other duties within the reasonable scope of the Employee's work.

3. Working Hours

Normal hours of work are from 9.00 a.m. until 15.00 p.m. from Monday to Sunday.

4. Compensation

As compensation for the services provided, the Employee shall be paid a wage of € 950 [per month]. All payments shall be subject to mandatory employment deductions (State & Federal Taxes, Social Security, Medicare).

5. Probationary Period

It is understood that the first 60 days of employment constitutes a probationary period. During this time, the Employee is not eligible for paid time off or other benefits. During this time, the Employer also exercises the right to terminate employment at any time without advanced notice.

6. Paid Time Off

Following the probationary period, the Employee shall be eligible for the following paid time off:

- Holiday: one week holiday for every eight weeks he/she works.
- Sickness: if he/she is sick or injured and cannot work, he/she can get sick pay from the company.

7. Termination

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided [4 weeks] written notice is delivered to the other party.

The Employee agrees to return any Employer property upon termination.

8. Non-Competition and Confidentiality

As an Employee, he/she will have access to confidential information that is the property of the Employer. He/she is not permitted to disclose this information outside of the Company.

9. Legal Authorization

The Employee agrees that he or she is fully authorized to work in Germany and can provide proof of this with legal documentation. This documentation will be obtained by the Employer for legal records.

10. Jurisdiction

This contract shall be governed, interpreted, and construed in accordance with the laws of Germany. In witness and agreement whereof, the Employer has executed this contract with due process through the authorization of official company agents and with the consent of the Employee, given here in writing.

.....
Employee Signature

.....
Date

.....
Company Official Signature

.....
Date

True/False exercise; put a cross on the right option:

- | | | |
|---|--------------------------|--------------------------|
| 1. Njie Jorr is the employer | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The employee is from Gambia | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract is governed by the laws of Greece | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The position offered is shop assistant | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The working hours are from 9.00 a.m to 15.00, from Monday to Friday | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The employee will be paid 1950 € each month | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The probationary period will last 90 days | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. He/she will get oneweek holiday for every eight weeks he/she works. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. He/she can get sick pay when he/she is sick | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The Employee may terminate this agreement by giving not less than four weeks written notice to the Employer | <input type="checkbox"/> | <input type="checkbox"/> |

Attachment 5

Read the job contract and answer the questions.

THIS AGREEMENT made as of the 25th day of February 2020, between Luis Alexis (the "Employer"); and Konate Madi (the "Employee").

1. Employment

The Employee agrees that he will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position.

2. Position Title

As a dishwasher, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand
- Maintain kitchen work areas, equipment, or utensils in clean and orderly condition
- Place clean dishes, utensils, or cooking equipment in storage areas.
- Sort and remove trash, placing it in designated pickup areas.

3. Working Hours

Normal hours of work are from 8.30 a.m. until 4.00 p.m. Monday to Friday. One hour lunch will be taken from 1.00 till 2.00.

4. Compensation

As full compensation for all services provided the employee shall be paid at the rate of 1000€. Such payments shall be subject to such normal statutory deductions by the Employer.

5. Vacation

The Employee shall be entitled to vacations in the amount of 4 weeks per annum.

6. Probation Period

It is understood and agreed that the first ninety days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

7. Termination

- The Employee may at any time terminate this agreement and his employment by giving not less than two weeks written notice to the Employer.
- The Employer may terminate this Agreement and the Employee's employment at any time, giving the employee a notice period of one week to end his employment.

8. Laws

This agreement shall be governed by the laws of Greece.

Signed, sealed and delivered in the presence of:

Konate Madi [Name of Employee]

.....[Signature of Employee]

Luis Alexis [Name of Employer]

.....[Signature of Employer]

Choose the correct answer

1. What is the date of this contract?

- 25th January 2020
- 25th February 2020
- 1st February 2020

2. What is the name of the employee?

- a) Konate Madi
- b) Luis Alexis
- c) Giannaris Constantine

3. What is the job title?

- a) Waiter
- b) Receptionist
- c) Dishwasher

4. What are his normal weekly hours?

- a) Monday to Friday from 8 a.m. to 2 p.m.
- b) Monday to Friday from 8.30 to 4 p.m.
- c) Saturday-Sunday from 8.30 a.m. to 4 p.m.

5. How much will he get paid every month?

- a) 800 €
- b) 1200 €
- c) 1000 €

6. How many weeks of holiday will he get after a year?

- a) 5 weeks
- b) 4 weeks
- c) 6 weeks

7. How long will be the probationary period?

- a) 60 days
- b) 45 days
- c) 90 days

8. How much notice must he give the employer?

- a) Not less than two weeks
- b) Not less than a month
- c) Not less than a month and a half

9. How much notice must the employer give him?

- a) Not less than 2 weeks
- b) Not less than a week
- c) Not less than 5 days

10. Which country's laws regulate the contract?

- a) Italy
- b) Greece
- c) Germany

Attachment 6

Link rights and duties to their definition

1	Working hours	a	The duration of the work, established by law in a maximum of 8 hours per day for 6 working days.
2	Maternity	b	Organized, voluntary and collective abstention from work for the protection of common interests and rights.
3	Subordination obligation	c	In the event of illness or accident at work, workers are guaranteed to keep their jobs for the time established by the contract.
4	Strike	d	The duty of fairness, good faith and loyal behavior towards the employer.
5	Pay	e	Rules and measures implemented by the employer to protect the health of the worker.
6	Overtime	f	Ability to take advantage of facilitations and facilities by student-workers.
7	Sickness and injury	g	Rest period necessary for the recovery of mental and physical forces.
8	Weekly rest	h	The duty of the worker to carry out his work with care and commitment.
9	Loyalty obligation	i	The employee's duty to carry out the employer's directives.
10	Job security	j	Amount of money corresponding to the quantity (working time) and quality (task performed) of the work, sufficient to ensure the worker and his family a free and dignified existence.
11	Diligence obligation	k	Rest day every week.
12	Right to study	l	Right to join trade union associations, to express one's thoughts and to carry out union activities, inside and outside the workplace.
13	Holidays and vacation	m	Work done beyond normal hours, paid with more money than the salary for ordinary work.
14	Equality between women and men	n	Absence from work in the last two months of pregnancy in the first three since birth (with 80% of the salary); the right to an additional 6 months of abstention from work (paid 30%); non-licensability from the beginning of gestation until the child's one year old; the right to take paid leave up to the third year of the child. As an alternative to the mother, fathers can also resort to these permits.
15	Union activity	o	The working woman has the same rights as the working man.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Attachment 7

COMPANY NAME

Date:

[Street address] | [City, ST ZIP Code]

Phone: [Phone number] | Fax: [Fax number] | [Email] | [Website]

VACATION REQUEST FORM

Employee Name: [Current name]

Department [Department Name]

Employee Number: [Number]

Social Security #: [SSN]

Type of Absence Requested:

- Sick
- Vacation
- Bereavement
- Time off without pay
- Military
- Jury Duty
- Maternity/Paternity
- Other

Absence Duration	From:		To:	
------------------	-------	--	-----	--

Reason for absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

employee signature:

Date:

Manager Approval

- yes no Approved [Add comment]
- yes no Disapproved [Add comment]

manager signature:

Date:

[Company Name] | [Address CITY ST Zip PHONE Email]

A vertical blue bar on the right side of the page. The top portion is a solid dark blue. The middle portion features a pattern of overlapping, semi-transparent, light blue geometric shapes, including circles and triangles, creating a layered, abstract effect. The bottom portion is a solid dark blue, matching the top.

LEARNING UNIT 3

Curriculum Vitae

Attachment 1

1. Write the following information in the right section of the CV.

Work Experience	Education and training	Personal information	Language skills	Computer skills	Hobbies and interests

A.

1. Luca Zanetti, Calle Billinghamurst 2545 (1425) Capital Federal - Argentina
2. Sport, painting
3. Design aid firm "Sanex" in Buenos Aires
4. Good knowledge of Microsoft Office tools
5. Degree in Biomedical Engineering University of Buenos Aires
6. Spanish mother tongue, English level C1, Italian level B2

B.

1. Music and cooking
2. Njie Jorr, 25 Scopari Street, Palermo
3. Chambermaid, hotel "Esperidi" in Trapani
4. Mother tongue wolof, English level C2, Italian level B1
5. Graduated at Palermo's Hotel Management and Catering Institute "Pietro Piazza"

2. Use the following information and complete Olga's curriculum.

Work experience

- Dates (from-to)
- Name and address of the employer
- Type of company
- Main tasks and responsibilities

ARRANGEMENT OF PRODUCT STORE SHELVES	SUPERMARKET
CONAD 32, ADDA STREET, GENOA	01.06.2017- 31.08.2019

Attachment 2

Read carefully the text of the curriculum vitae in all its parts.

**EUROPEAN FORMAT
FOR CURRICULUM VITAE**



PERSONAL INFORMATION

- Name **Mamadou Traore**
- Address 35 St. Vincent Place Glasgow
- Telephone number 3495327187
- Fax
- E-mail m.traore@gmail.com
- Nationality Guinean
- Date of birth 23/01/1979

WORK EXPERIENCES

- Dates (from – to) From 2018 to 2019
- Employer's name and address McDonald's209, 215 Argyle St, Glasgow G2 8DL, United Kingdom
 - Type of holding or sector Administrative sector
 - Type of job Administrative assistant
- Main tasks and responsibilities Curriculum Vitae analysis, management of job interviews, customer relationship, management of contracts and paychecks
- Dates (from – to) From 01/03/2017 to 30/06/2017
- Employer's name and address Benetton, 15 Brompton Road W1J 8RE London, United Kingdom
 - Type of holding or sector Administrative sector
 - Type of job Internship abroad
- Main tasks and responsibilities Assistance at the company's administrative offices, management of contacts with the network sales, management of regular tax deadlines.
- Dates (from – to) From 2015 to 2016
- Employer's name and address Car Showroom Smith, 34 Butler Lane, Galway, Ireland
 - Type of holding or sector Sale of cars
 - Type of job Secretary
- Main tasks and responsibilities Reorganization of sales practices, management of appointments and telephone calls, contacts with suppliers
- Dates (from – to) From 2013 to 2015
- Employer's name and address Different Italian families

- Type of holding or sector | Family care
 - Type of job | Domestic worker
- Main tasks and responsibilities | Housekeeping and care of old people

EDUCATION AND TRAINING

- Dates (from – to) | From 01/09/2017 to 15/03/2018
- Name and type of educational or training institution | Cesifop, 5 Pernice Street, Palermo
 - Main subjects | Office, Excel, Access, Internet Explorer
 - Qualification | Attendance certificate
- Level in national classification (if applicable) | Computer operator

- Dates (from – to) | From 14/09/2014 to 27/07/2017
- Name and type of educational or training institution | I.T. Dalla Chiesa, Partinico (PA)
 - Main subjects | Administration, finance, marketing, computer science, law and economics
 - Qualification | Higher school diploma in administration, finance and marketing
- Level in national classification (if applicable) | 100/100

- Dates (from – to) | From 15/09/2013 to 19/06/2014
- Name and type of educational or training institution | Cpia Nelson Mandela - Palermo
 - Main subjects | Italian, geo-history, citizenship, maths and science, English, technology
 - Qualification | Middle school diploma
- Level in national classification (if applicable) | 10/10

- Dates (from – to) | From 09/97 to 07/2003
- Name and type of educational or training institution | Université Nongo Conacry, Guinea
 - Main subjects | Administrative law, Labour law, Company organisation
 - Qualification | Law Degree
- Level in national classification (if applicable)

PERSONAL SKILLS

ACQUIRED DURING LIFE AND CAREER
BUT NOT NECESSARILY RECOGNISED BY
OFFICIAL CERTIFICATES AND DIPLOMAS

MOTHER TONGUE | FRENCH, SOUSOU

OTHER LANGUAGES

- | | |
|------------|-----------|
| | ITALIAN |
| • Reading | Excellent |
| • Writing | Excellent |
| • Speaking | Excellent |

- | | |
|------------|-----------|
| | ENGLISH |
| • Reading | Excellent |
| • Writing | Good |
| • Speaking | Good |

RELATIONSHIP SKILLS

LIVING AND WORKING WITH OTHER PEOPLE, IN A MULTICULTURAL ENVIRONMENT, OCCUPYING PLACES WHERE COMMUNICATION IS IMPORTANT AND IN SITUATIONS WHERE TEAMWORK IS ESSENTIAL (E.G. CULTURE AND SPORT), ETC.

Interaction skills both with colleagues and with the public, acquired during professional experience; ability to relate with people of different nationalities and cultures thanks to the experience gained abroad.

MANAGEMENT SKILLS

COORDINATION AND ADMINISTRATION OF PEOPLE, PROJECTS, BUDGETS, AT WORK, IN VOLUNTARY ACTIVITIES, AT HOME, ETC.

Ability to organise work autonomously, defining priorities and taking responsibility; ability to work in stress situations; these skills have been acquired through the various professional experiences listed above, through the management of relations with the public/customers.

TECHNICAL SKILLS

WITH COMPUTERS, SPECIFIC EQUIPMENT, MACHINERY, ETC

Ability to administer the personnel information system, analyse curriculum vitae and manage job interviews; knowledge of the main operating systems and tools of the office suite (word processing, electronic file, presentation software); ability to search the internet, through the knowledge of the main search engines, and to manage e-mails.

ARTISTIC SKILLS AND COMPETENCES

MUSIC, WRITING, DRAWING ETC.

[Describe these competences and say where they were acquired.]

OTHER SKILLS AND COMPETENCES

NOT PREVIOUSLY INDICATED

[Describe these competences and say where they were acquired.]

LICENCES

Driving licence

ATTACHMENTS

1. Identity card copy
2. Permit of stay copy

Reading comprehension

Choose the correct answer.

1. When was born Mamadou?

- a) 1985
- b) 2002
- c) 1979

2. Where did he do internship abroad?

- a) Madrid
- b) Paris
- c) London

3. Where did he work from 2015 to 2016?

- a) In a restaurant
- b) In a hotel
- c) In a car showroom

4. What were his main tasks when he worked as a domestic worker?

- a) Cleaning the house and looking after old people
- b) Cooking and doing the shopping
- c) Taking care of plants and pets

5. What were the main subjects he studied when he attended Cpia Palermo 1?

- a) Physical education, Spanish, art and image, Italian, technical drawing
- b) Latin, Greek, Italian, law, earth science, maths
- c) Italian, geo-history, citizenship, maths and sciences, English, technology

6. What degree did Mamadou get?

- a) Medicine
- b) Computer science
- c) Law

7. Which languages does Mamadou know?

- a) French, Sousou, Italian and English
- b) English, Bambara, German and Spanish
- c) Arabic, French, Spanish and Italian

8. For English, Mamadou says he's more competent in:

- a) Reading
- b) Writing
- c) Speaking

9. Regarding his relationship skills, Mamadou can

- a) Communicate effectively with the colleagues and with the public
- b) Help people experiencing difficulties
- c) Use social networks to make new friends

10. What documents does Mamadou attach to his curriculum?

- a) Copy of his middle school diploma
- b) Copy of his health card
- c) Copy of his identity card and permit of stay

Attachment 3

Read the following text**Margherita Hack**

Margherita Hack was born in Florence on June 12, 1922 and died in Trieste on June 29, 2013. She attended the Galileo Classical School in Florence from 1936 to 1940, where she graduated without taking her maturity exams due to the outbreak of World War II. As a girl in addition to basketball, she successfully practiced athletics, so much so that she became a high jump champion in college championships. In 1945 she graduated in physics with a rating of 101/110 with a thesis of astrophysics. Shortly before her graduation, in 1944, she married Aldo De Rosa.

After graduation, she began her research activity, also collaborating with foreign institutions and universities as a visiting researcher: the University of Berkeley in California, the Institute for Advanced Study in Princeton, New Jersey, the Institute of Astrophysique in New Jersey. Paris (France), the Observers of Utrecht and Groningen (Netherlands) and the University of Mexico City. From 1964 to 1992 she worked as an ordinary professor of astronomy at the University of Trieste, but above all, from 1964 to 1987 she was the first female director of the Astronomical Observatory of Trieste. When she retired in 1997, she continued to head the Regional Interuniversity Centre for Astrophysics and Cosmology (CIRAC) in Trieste, dedicating herself to meetings and conferences in order to "spread the knowledge of astronomy and a scientific and rational mentality."

Throughout her life she wrote numerous scientific publications, such as "Corso di fisica stellare. Interpretazione degli spettri stellari" (1955), but also an autobiography ("La mia vita in bicicletta" and "Nove vite come i gatti. I miei primi novant'anni laici e ribelli") and children's books like "Stelle, pianeti e galassie. Viaggio nella storia dell'astronomia" (2013).

For her scientific and social commitment, she received numerous awards, among them she received the Targa Giuseppe Piazzi in Palermo in 1994 and was appointed Knight of the Grand Cross of the Order of Merit of the Italian Republic in 2012.

In the spaces with the asterisk, enter the information from the text you have read.

EUROPEAN FORMAT FOR CURRICULUM VITAE



PERSONAL INFORMATION

- Name *
- Address
- Telephone number
- Fax
- E-mail
- Nationality *
- Date of birth *

WORK EXPERIENCES

- Dates (from – to) *
- Employer's name and address *
- Type of holding or sector
- Type of job *
- Main tasks and responsibilities

EDUCATION AND TRAINING

- Dates (from – to) *
- Name and type of educational or training institution *
- Main subjects
- Qualification
- Level in national classification (if applicable)

PERSONAL SKILLS

ACQUIRED DURING LIFE AND CAREER BUT NOT NECESSARILY RECOGNISED BY OFFICIAL CERTIFICATES AND DIPLOMAS

MOTHER TONGUE *



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