

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

## Information about the company

Name of the company \_\_\_\_\_

Contact person \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary activity: \_\_\_\_\_ Number of employees \_\_\_\_\_

## Information regarding the working position

Working position \_\_\_\_\_

Number of workers \_\_\_\_\_ Place of work \_\_\_\_\_

Description of the working tasks

☒ \_\_\_\_\_

☒ \_\_\_\_\_

☒ \_\_\_\_\_

## Description of the candidate's profile

Level of education:

☒ Primary School

☒ High School \_\_\_\_\_

☒ University Degree \_\_\_\_\_

☒ Specialized courses \_\_\_\_\_

Age: \_\_\_\_\_

Working experience::

☒ \_\_\_\_\_ years

☒ No working experience

Personal characteristics and skills \_\_\_\_\_

Special knowledge \_\_\_\_\_

Knowledge of foreign languages

Knowledge of foreign languages:

English a. Basic b. Passive c. Active d. Fluent

German a. Basic b. Passive c. Active d. Fluent

French a. Basic b. Passive c. Active d. Fluent

Serbian/Croatian a. Basic b. Passive c. Active d. Fluent

\_\_\_\_\_ a. Basic b. Passive c. Active d. Fluent

\_\_\_\_\_ a. Basic b. Passive c. Active d. Fluent

Computer knowledge:

Word a. Basic b. Good c. Excellent d. Professional

Excel a. Basic b. Good c. Excellent d. Professional

Outlook a. Basic b. Good c. Excellent d. Professional

\_\_\_\_\_ a. Basic b. Good c. Excellent d. Professional

\_\_\_\_\_ a. Basic b. Good c. Excellent d. Professional

Start of the employment \_\_\_\_\_ Duration of the employment \_\_\_\_\_

Training \_\_\_\_\_

Working week (20/36/40 hours): \_\_\_\_\_ Working time (from-to): \_\_\_\_\_

Overtime work \_\_\_\_\_ Annual holiday \_\_\_\_\_

Driving license **A B C D E F** Not a condition \_\_\_\_\_

Transport: a. Provided by the company b. Company vehicle c. Not provided d. The employee will use his/her own car

Salary Gross: \_\_\_\_\_ Nett: \_\_\_\_\_

Additional financial incentives: percent on sales, bonuses:

Meal: a. Yes b. No

\_\_\_\_\_  
Signature and stamp