










<p>Europass</p> <p>Easy to read and easy to understand</p>	
<p>What is Europass?</p> <p>Europass is a document.</p> <p>A document is an important paper with information.</p>	
<p>Europass shows what you can do.</p> <p>Like your:</p> <ul style="list-style-type: none"> • skills • education • experience 	
<p>You can use Europass when you:</p> <ul style="list-style-type: none"> • look for a job • apply for a course or training • join a project in another country 	
<p>Why is Europass useful?</p> <p>It helps you write about yourself clearly.</p>	
<p>Europass looks the same in all European countries.</p>	

<p>Employers and teachers can easily understand it.</p>	
<p>You can use Europass in different countries in Europe.</p>	
<p>What does Europass include? Your personal information. Like your name and contact details.</p>	
<p>Your education and training.</p>	
<p>Your work experience</p>	
<p>Your language skills and digital skills</p>	
<p>Other useful things like volunteering or certificates</p>	

Personal information

<p>Name and surname <input type="text"/></p> <p>Country <input type="text"/></p> <p>City <input type="text"/></p> <p>Street name <input type="text"/></p> <p>House number <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Email <input type="text"/></p> <p>Phone number <input type="text"/></p>	
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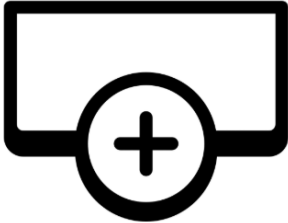
Applying for...

<p>Name of the</p> <ul style="list-style-type: none"> • job • course • training • project <p>I want to join</p> <input type="text"/>	
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Experience




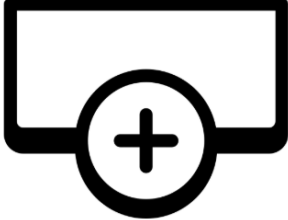
<p>To be chosen you can describe your experience.</p> <p>Describe:</p> <ul style="list-style-type: none"> • projects you joined • training you finished • jobs you did 	
<p>Name of the job, course, training, or project</p> <p>I took part in</p> <input data-bbox="185 763 1031 813" type="text"/> <p>I learned these skills:</p> <input data-bbox="185 902 1031 1128" type="text"/>	
<p>Name of the job, course, training, or project</p> <p>I took part in</p> <input data-bbox="185 1279 1031 1328" type="text"/> <p>I learned these skills:</p> <input data-bbox="185 1417 1031 1644" type="text"/>	
<p>You can add more lines if you have more experiences to describe.</p>	

Education and Training



<p>You can write what school or studies you finished.</p>	
<p>Qualification (what you learned): <input type="text"/></p> <p>School name <input type="text"/></p> <p>Start date of learning <input type="text"/></p> <p>End date of learning <input type="text"/></p>	
<p>Qualification (what you learned): <input type="text"/></p> <p>School name <input type="text"/></p> <p>Start date of learning <input type="text"/></p> <p>End date of learning <input type="text"/></p>	
<p>You can add more lines if you have finished more schools or studies.</p>	

Personal Skills


Language skills

<p>You can write which languages you can speak.</p>	
<p>My first language <input data-bbox="483 824 1023 869" type="text"/></p>	
<p>Another language I can speak <input data-bbox="186 1227 576 1272" type="text"/></p>	
<p>You can add more lines if you can speak more languages.</p>	




Communication skills

<p>There are different ways to talk to other people. You can choose which way is best for you.</p>	
<p>I talk best with other people</p> <ul style="list-style-type: none"> <input type="checkbox"/> In person <input type="checkbox"/> On the phone <input type="checkbox"/> By email 	

Computer skills



<p>You can choose what computer skills you have.</p>	
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Computer Skills

<p>On a computer I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> use a mouse and keyboard <input type="checkbox"/> open and close programs <input type="checkbox"/> type using a computer program (like Microsoft Word) <input type="checkbox"/> send and receive emails <input type="checkbox"/> search for information on the internet <input type="checkbox"/> save and find files on the computer <input type="checkbox"/> use basic computer settings (like volume or screen brightness) <input type="checkbox"/> use simple programs (like calendar or calculator) <input type="checkbox"/> use social media or chat apps <input type="checkbox"/> install or update software (with help) 	
<p>If you have more computer skills that are not listed here write them in the next box.</p>	
<p>I can also use a computer to:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	





Personal Skills

Other skills



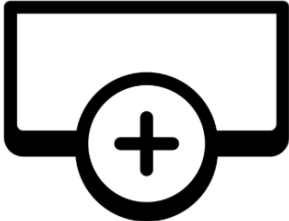
<p>If you have skills that are useful for work and you did not write them Write them in the next box.</p> <p>For example you are very good at cooking.</p>	
<p>My other skills:</p> <div data-bbox="188 792 1027 990" style="border: 1px solid black; height: 88px; width: 526px;"></div>	

More Information


Certificates


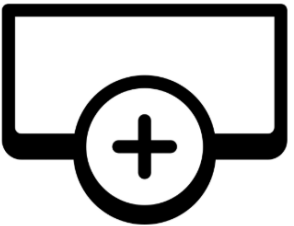
<p>If you finished important courses not mentioned before write them in the next box.</p> <p>For example you finished a money management course and have a certificate.</p>	
<p>Course name:</p> <input data-bbox="185 972 837 1016" type="text"/> <p>In the course I learned these skills:</p> <input data-bbox="185 1106 1035 1245" type="text"/>	
<p>If you have finished more courses write them in the next box.</p>	
<p>Course name:</p> <input data-bbox="185 1659 837 1704" type="text"/> <p>In the course I learned these skills:</p> <input data-bbox="185 1794 1035 1933" type="text"/>	

Volunteer work



<p>If you have been a volunteer you can describe it.</p>	
<p>Date I started volunteering <input type="text"/></p> <p>Date I finished volunteering <input type="text"/></p> <p>Place where I did volunteering: <input type="text"/></p> <p>My main tasks during my volunteering: <input type="text"/></p>	
<p>You can add more lines if you have more volunteering experience.</p>	

Awards

<p>If you have any awards you can write them in the next box.</p> <p>For example you joined a sports competition and got a trophy.</p>	
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<p>Name of the award:</p> <input data-bbox="183 302 1029 369" type="text"/> <p>Date I got the award <input data-bbox="534 392 949 436" type="text"/></p>	
<p>You can add more lines if you have more awards.</p>	

Extra documents

<p>If you have extra documents you want to add you can write about them in the next box.</p> <p>These can be recommendations from your organisation or your family.</p> <p>Recommendations are good things people say about your work or things you do.</p> <p>They can also be other documents important for the job or project you want to join.</p>	
<p>Name of the document:</p> <input data-bbox="183 1128 951 1173" type="text"/>	
<p>You can add more lines if you have more documents.</p>	