|  |
| --- |
| 4.3.2 INVENTORY CARD/CENSUS **BENEFICIARY FORM** |
| **1.** PERSONAL DETAILS |
| Surname: |  |  Name |  |
| Father's Name |  | ID Number |  |
| Date of Birth | \_\_/\_\_/\_\_\_\_ | Place of Birth |  |
| Home Address |  | City |  |
| Phone Number/ Mobile / Fax |  |  |  |
| E-mail |  |
| Facebook – Skype/msn |  |  |
| Marital Status | Single  |  |  | Married |  |  |
| Military Services | Not started |  |  | Completed |  |  |
| Incomplete / Finishing date:\_\_/\_\_/\_\_\_\_ |
| Person with disability |  |
| **2.** STUDIES |
| Institute |  | Faculty |  |
| Department |  |  |  |
| Admission Year |  | Graduation Year |   | Degree |  |
| Thesis Title |  |
| Status | Graduate |  | Student |  |  |  |
|  Semester: |
| Fill according to the reason for visiting A, B, C. |
| A. Application for Employment in Greece or abroad |
| Postgraduate Studies |
| Degree | Title | Institution | Years of Study |
|  |  |  |  |
| Other Studies (universities, colleges, vocational training institutes) |
| Year | Institution | Faculty | Department | Specialty |
|  |  |  |  |  |
| Seminars – Additional education |
| Duration | Field | Institution |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Languages | Knowledge Level | Degree |
| English |  |  |
| French |  |  |
| German |  |  |
| Italian |  |  |
| Spanish |  |  |
| Other |  |  |
| Computer Skills |
| Programming Languages | Software Packages | Operating Systems |
| Q Basic |  | HTML |  | Ms Office |  | Matlab |  |  |  | Windows |  |
| Visual Basic |  | Assembly |  | Autocad |  | Lab View |  |  |  | Unix |  |
| C++ |  | Oracle |  | Corel Draw |  | Eurofasma |  |  |  | Linux |  |
| Java |  |  |  | Photoshop |  | Defacto |  |  |  |  |  |
| Other: |
| INTERNSHIP TRAINING AND EXPERIENCE |
| Duration | Enterprise Details | Type of Employment | Position |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| JOB SEARCH |
| Employment Status | Open-ended work |  | Seasonal |  | Part time |  |
| Fixed Term |  | other |  |  |  |
| Employed |  | Unemployed  |  | Desired Country | Greece |  | Other:.......................................... |
| Driving licence |  | Personal vehicle |  | Abroad |  |
| **Β.** Educational Information |
| Information for: |
| Postgraduate Studies |  | Scholarships |  | Admission into Tertiary Institutions |  |
| Seminars |  | Professional Rights |  |  |
|  |
| Country of interest for postgraduate studies  |
| GREECE |  | FRANCE |  | USA |  |
| UK |  | GERMANY |  | other: |
| Postgraduate field: |
| **C.** Counseling Services |
| REASONS TO VISIT |
| Individual meetings | Information about the counseling activities |  |
| Counseling on personal issues |  |
| Counseling on career / education ( indicate the subject) |  |
| Disabled ( indicate the subject)  |  |
| Counseling using psychometric tools |  |
| Mentoring |  |
| Group Meetings  | CV creation / cover letter - technical job placement |  |
| Preparation for an interview |  |
| Reference letter |  |
| Preparing for interview for postgraduate studies |  |
| Mentoring Services |  |
| Other (Alumni, etc) |  |
| Suggestions for other activities that the Liaison Office could develop |

Declaration of accuracy and acceptance: I hereby declare that I accept the Code of Ethics of Uniwa Career, Liaison & Innovation Office and authorize CLIO UNIWA to provide information concerning myself. Furthermore, I would like to receive the electronic journal etc. Sensitive personal information can be managed by authorized personnel only.

Application Date : \_\_ / \_\_ / \_\_\_\_

Stamp - Signature