

# Personnel Record Card

## I. Particulars

Family name (academic degree, where applicable)		<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">Photo</span> </div>
Forenames (please underline preferred name/s)		
Address		
Date of birth	Place of birth	
Family status	Nationality	
Name of spouse/ legal guardian		
		Photo from year
		Religious denomination (optional)

### Children:

Preferred name (please also indicate the family name in the case of adoptive, step and foster children)	Date of birth
1.	
2.	
3.	
4.	
5.	
6.	

## II. School and higher education

School/higher education institution	From/to	Number of classes/semesters Faculty/discipline	Qualification (e.g. examination Date of qualification)

### III. Training and examinations after school and higher education

Type of training relationship	From/to (please give exact times)	Designation/ keyword-based description	Qualification/examination; date	Overall result

### IV. Professional activity outside public service

Employer	From/to (please give exact times)	Type of employment relationship	Activity

### V. Professional activity within public service as salaried or waged employee

Authority/institution	From/to (please give exact times)	Activity	Remuneration/wage group (indicate date of salary classification upgrades)

### VI. Military/civilian/development aid service

Type of service	From/to (please give exact times)	Last rank	Comments
Military/civilian service			
Voluntary social year			
Activities as development aid worker			
Other:			

## VII. Professional career as a civil servant

### 1. Recruitment

Recruited on	as	for the career of

Date on which oath administered: \_\_\_\_\_

### 2. Training

Type of training relationship (e.g. administrative apprentice, administrative trainee, government assistant <i>in spe</i> )	From/to	Comments

### 3. Career examinations/promotion examinations

Type and description of the examination	Date	Overall result

### 4. Appointments

	Date of the appointment	Appointment as (official title)
Civil servant (subject to revocation)		
Probationary civil servant		
Tenured/temporary civil servant		
Tenure		

Promotions	Date of promotion	Promotion to (official title)	Salary bracket

### 5. Employment authorities

Authority/institution *	From/to	Official title	Type of activity

\* Periods of leave involving discontinuation of service emoluments and periods of residence in countries with climatic influences inimical to health (Section 125 of the *Landesbeamten-gesetz* (State Civil Servant Act - LBG) must be specified, in particular.

### VIII. Special knowledge and skills

Foreign languages (school-level knowledge, spoken and written mastery):		
Driving licence	Group:	Date of issue:
	Group:	Date of issue:
Other special knowledge: (PC, typewriter or shorthand knowledge etc.)		