



INTERNATIONAL EXPERTS ORDER



UNITED ARAB EMIRATES

EXPERTISE VALUE RECOGNITION FILE

DOCUMENT TO COMPLETE

1. General Information
 2. Education and degrees obtained in the field of expertise
 3. Professional activities in the field of expertise
 4. Management experience
 5. Experience as a trainer
 6. Project management experience
 7. Languages
-

1. GENERAL INFORMATION:

Mrs

Mr

Last Name :

First Name :

Maiden Name :

Date & Place of birth :

Nationality :

Address :

.....

.....

Postal Code : City : Country :

Phone number :

Mobile/ WhatsApp number :

E-mail :

Current status : Employee Independant Professional Executive

What is your expertise field ? Do you have multiple fields ? If yes, please mention them
(top 3 domains) :

.....

.....

.....

Profession :

Are you a member of one or several professional associations ? If yes, which one(s) ? :

.....

.....

.....

.....

2. EDUCATION AND DEGREES OBTAINES IN THE FIELD OF EXPERTISE :

Initial Education :

Years	Institutions	Degrees or Exams pursued	Degrees obtained	
			YES	NO

Professional development :

Years	Training Topic	Training Duration

Please provide below the works, titles that you've published :

Title	Publication date	Place of publication

Please mention below conferences presentations, seminars and congresses where you have Participated (as a speaker).

Title of the presentation	Date	Country

3. PROFESSIONAL ACTIVITIES IN THE FIELD OF EXPERTISE :

This involves showcasing the tasks you have undertaken during your professional activities. Complete as many pages as necessary.

	Professional activity 1	Professional activity 2	Professional activity 3
Durations			
Business sector			
Country			
Working language, if other than English			
Positions and statuses / Functions and titles			
Employers			
Main activities and levels of responsibility	Activity : Level of responsibility :	Activity : Level of responsibility :	Activity : Level of responsibility :

	Professional activity 4	Professional activity 5	Professional activity 6
Durations			
Business sector			
Positions and statuses / Functions and titles			
Country			
Working language, if other than English			
Employers			
Main activities and levels of responsibility	Activity : Level of responsibility :	Activity : Level of responsibility :	Activity : Level of responsibility :

4. MANAGEMENT EXPERIENCE:

This involves understanding the management experiences you have earned during your professional activities. Fill as many pages as necessary.

	Experience 1	Experience 2	Experience 3
Durations			
Business sector			
Country			
Working language, if other than English			
Positions and statuses / Functions and titles			
Employers			
Number of people under your supervision			

5. EXPERIENCE AS A TRAINER:

This involves understanding the training experiences you have earned during your professional activities. This includes your experience as a trainer, teacher, and/or any other profession involving educating others. Completes as many pages as necessary.

	Experience 1	Experience 2	Experience 3
Durations			
Business sector			
Country			
Working language (if other than English)			
Training session title			
Employers			

6. PROJECT MANAGEMENT EXPERIENCE:

This is about understanding your experience in project management during your professional activities. A project represents a set of action to be undertaken in order to address a defined need within specified timeframes. Thus, a project is temporary endeavor with a beginning and an end, involving identified resources (human and material) during its execution ;it also incurs costs and therefore requires budgeting of resources and an assesment independant of that of the company. The expected outcomes of the project are reffered to as « deliverables ». Please fill in as many pages as necessary.

	Project 1	Project 2	Project 3
Durations			
Business sector			
Country			
Working language, if other than English			
Project title			
Employers			

7. LANGUAGES :

Native language(s) : _____

Please check the languages in which you are able to exercise your expertise :

German English Arabic Chinese Spanish French Portugese

Other to specify :

8. ADDITIONAL ARGUMENTS :

Please provide any additional information that you consider useful and that you haven't had the opportunity to address previously:

.....

.....

.....

.....

.....

.....

9. MANDATORY DOCUMENTS :

- Passeport copy
- Criminal Record Extract
- Diplomas copies and training certificates
- Provide three references, including phone numbers of individuals who can be contacted by the Order.
- Updated CV
- Passport-sized photo (digital format)

Registration and payment of the **entrance fee** (if the committee's decision is favorable) should be done through our International Experts payment website www.experts-internationaux.com (Option to pay in instalments at no extra cost) or via bank transfer :

BANQUE CREDIT MUTUEL
ATTICUS / Institut des xperts internationaux
IBAN : FR76 1027 8089 1400 0215 3050 142
BIC : CMCIFR2A

The total amount includes:

Training session courses material, coffee breaks and lunches, International Experts Order Title certificate from Geneva, our Expert Package (official member card, International Expert Order pin's, a pen, correspondence cards, profil presentation in our website, International Expert Order, a professional Order email address).

IMPORTANT: Candidates are responsible for covering all their travel expenses. In order to identify your payment, please put your name in the transfer reference.

Please send your application to the following email address:

contact@ordre-experts-internationaux.com

I hereby certify, on my honor, accuracy of the information provided in this file.

Date :

Signature :