

Attachment A

(to be completed on computer and signed by hand on the last page)

To
The Language Centre of the
Free University of Bozen-
Bolzano
Attn. Francesca Nardin
Piazza Università, 1
39100 Bolzano

**Announcement of a public selection procedure to award teaching contracts and assignments as language proficiency examiners
FOR THE ENGLISH LANGUAGE
in accordance with Vice Rector's Decree no. 19 of 18 April 2019**

**Declaration in lieu of certificates
(per Art. 46 of D.P.R. no. 445 of 28 December 2000)**

Declarations in lieu of certificates, governed by Art. 46 of D.P.R. 28 December 2000, no. 445, permits the interested party to submit a signed affidavit in lieu of any certificate issued by a public or private institution related to states, personal qualities, and facts.

**Declaration in lieu of a sworn affidavit
(per Art. 47 of D.P.R. no. 445 of 28 December 2000)**

Declarations in lieu of a sworn affidavit, governed by Art. 47 of D.P.R. no. 445 of 28 December 2000, may not be used to substitute a certificate, but a sworn affidavit. Such declarations may be used to attest to the veracity of facts, personal qualities, and states known to the interested party, excluding those which can be submitted with a declaration in lieu of certificates.

The undersigned,

Name _____

Surame _____,

requests to be admitted to the aforementioned selection procedure.

To this end, and in accordance with Art. 46 and Art. 47 of D.P.R. (Decree of the President of the Republic) no. 445 of 28 December 2000 and in full awareness that the falsification of documents and untrue declarations are punishable in accordance with the penal code and the legislation regarding the matter, and in accordance with Art. 76 of D.P.R. no. 445 of 28 December 2000, **the undersigned, under his/her own responsibility:**

a) Declares the following personal information, agrees to the following conditions, elects to provide the following contact information, and gives the following consent:

- Declares to have been born on _____, in the city of _____,
in the province of _____, in the nation of _____,
and to possess the Italian fiscal code _____;

- Declares to have legal residence in the city of _____,
in the province of _____, in the nation of _____,
at the address _____;
- Declares to possess _____ citizenship and
_____ dual citizenship;
- Elects to receive any communications regarding the present selection procedure, including all
notifications (where necessary), at the following email address:
_____;
- Agrees to inform the Language Centre regarding any subsequent variations in the above indicated email
address;
- Agrees to confirm by email the receipt of any notifications to the Language Centre;
- Elects to be contacted directly by the Language Centre, if the need arises, at the following telephone
number: _____;
- Declares to have read the aforementioned announcement and to accept all conditions specified therein;
- Declares to have reported no criminal convictions;
- Declares to have no pending criminal charges and not to be currently undergoing any criminal
proceedings to the best of his/her knowledge;
- Declares not to be a blood relative or relative through marriage (including to the 4th degree) with the
Rector, the Director, or any member of the University Council of the Free University of Bozen-Bolzano;
- Consents to the inclusion of his/her name in the official ranking list containing the names of all eligible
candidates, published on the official notice board of the Language Centre and published on the website
of the Free University of Bozen-Bolzano;
- Declares to be in possession of the minimum requirements to participate in the selection procedure (i.e.,
at least a *laurea triennale*, or foreign equivalent; and experience teaching English as a foreign or second
language to adults at universities, other public or private institutions, and/or at upper secondary schools
in Italy or abroad);
- Declares to be currently employed ("dipendente") at the following public administration:
_____;
- Declares to have reported all information in this Attachment A in the original language, including the
titles of academic degrees, employers, works published, training courses attended, certifications
acquired, etc.;
- Declares to have included (at the bottom of this form) an English translation of all information submitted
in a language other than Italian, German, or English;
- Declares to have received the "data protection code" (Attachment C) in accordance with Regulation (EU)
2016/679 of the European Parliament and to be informed that all personal data provided herewith,
including all "special categories of personal data" (i.e., sensitive and legal data), may be processed
exclusively for the purpose of this selection procedure, for the subsequent awarding of contracts, in
accordance with the GDPR;

b) Declares to hold the following **academic degrees** (Laurea triennale, laurea quadriennale, laurea magistrale, or foreign equivalents):

- **laurea triennale** or **diploma universitario triennale vecchio ordinamento** or foreign equivalent (indicate a maximum of two degrees):

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

- **laurea specialistica/magistrale** or foreign equivalent (indicate a maximum of two degrees):

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

- **laurea quadriennale vecchio ordinamento** or foreign equivalent (indicate a maximum of two degrees):

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

c) Declares to hold the following **post-graduate certificates** and **teaching qualifications** of relevance to teaching English as a second or foreign language to adults offered by universities or other institutions accredited by the respective national authorities (indicate a maximum of five certificates/qualifications):

Certificate		
University/Institution		
CFU	Total hours	Year of completion

Certificate		
University/Institution		
CFU	Total hours	Year of completion

Certificate		
University/Institution		
CFU	Total hours	Year of completion

Certificate		
University/Institution		
CFU	Total hours	Year of completion

Certificate		
University/Institution		
CFU	Total hours	Year of completion

d) Declares to hold the following ***dottorato di ricerca*** or foreign equivalent (indicate a maximum of two doctorates):

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

Degree course / Faculty, School, or Department	
Title of thesis	
University	Year of completion

e) Declares to have completed/attended the following other training courses, seminars, workshops, and conferences of relevance to teaching English as a second or foreign language to adults within the last 10 years (indicate a maximum of fifteen):

Type of training	Institution/Organizer	Total hours
Title		Date(s)

Type of training	Institution/Organizer	Total hours
Title		Date(s)

Type of training	Institution/Organizer	Total hours
Title		Date(s)

Type of training	Institution/Organizer	Total hours
Title		Date(s)

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Title		Date(s)

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Title		Date(s)

Type of training	Institution/Organizer	Total hours
Title		Date(s)

Type of training	Institution/Organizer	Total hours
Title		Date(s)

Type of training	Institution/Organizer	Total hours
Title		Date(s)

f) Declares to have authored the following **publications** of relevance to teaching English as a second or foreign language to adults (indicate a maximum of ten publications):

Title				
Year	Author(s)	Type (e.g., monograph, textbook)	Publisher	Pages
Title of volume or journal			ISBN, ISSN, DOI	

Title				
Year	Author(s)	Type (e.g., monograph, textbook)	Publisher	Pages
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Title of volume or journal			ISBN, ISSN, DOI	

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Title of volume or journal			ISBN, ISSN, DOI	

Title				
Year	Author(s)	Type (e.g., monograph, textbook)	Publisher	Pages
Title of volume or journal			ISBN, ISSN, DOI	

g) Declares to have given the following **conference presentations** of relevance to teaching English as a second or foreign language to adults (indicate a maximum of twenty presentations):

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

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Presentation title	
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Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

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Institution / Organizer / Location	Date

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Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

Conference	
Presentation title	
Institution / Organizer / Location	Date

h) Declares to possess the following **experience teaching English** as a second or foreign language to adults within the last ten years **at Italian or foreign universities** (indicate a maximum of ten institutions):

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

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CEFR levels	Academic years	Total teaching hours

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CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

University (Name, Department/Center, Address)		
CEFR levels	Academic years	Total teaching hours

i) Declares to possess the following **experience teaching English** as a second or foreign language to adults within the last ten years at other **public or private institutions** (indicate a maximum of ten institutions):

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

Institution (Name, address)		
CEFR levels	Years	Total teaching hours

j) Declares to possess the following **experience teaching English** as a second or foreign language to adults within the last 10 years **at *scuole secondarie di II grado* (or foreign equivalents)** (indicate a maximum of ten institutions):

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

Institution (Name, address)		
CEFR levels	School years	Total teaching hours

k) Declares to possess the following **experience as a teacher trainer** for teachers of English as second or foreign language within the last ten years (indicate a maximum of five courses/workshops):

Title of training		
Institution/Organizer (Address and website)	Date(s)	Total hours of training

Title of training		
Institution/Organizer (Address and website)	Date(s)	Total hours of training

Title of training		
Institution/Organizer (Address and website)	Date(s)	Total hours of training

Title of training		
Institution/Organizer (Address and website)	Date(s)	Total hours of training

Title of training		
Institution/Organizer (Address and website)	Date(s)	Total hours of training

l) Declares to possess the following **experience serving as an official examiner (within last 5 years) for English language proficiency exams** currently recognized by unibz, including exams offered by other university language centers in Italy or abroad, excluding experiences invigilating and administering exams (indicate a maximum of five institutions/exam boards):

Institution/Exam board (Name, address, website)	CEFR levels	Year(s)	Total hours

Institution/Exam board (Name, address, website)	CEFR levels	Year(s)	Total hours

Institution/Exam board (Name, address, website)	CEFR levels	Year(s)	Total hours

Institution/Exam board (Name, address, website)	CEFR levels	Year(s)	Total hours

Institution/Exam board (Name, address, website)	CEFR levels	Year(s)	Total hours

m) Declares to possess the following **up-to-date certifications as an official examiner for English language proficiency exams** currently recognized by unibz (indicate a maximum of five certifications):

Exam board	Date of issue/renewal	Issuing institution, location

Exam board	Date of issue/renewal	Issuing institution, location

Exam board	Date of issue/renewal	Issuing institution, location

Exam board	Date of issue/renewal	Issuing institution, location

Exam board	Date of issue/renewal	Issuing institution, location

n) Declares that the following **English translations** of academic degrees, teaching experiences, published works, courses attended, presentations given, certificates and qualifications obtained, etc., reported in points b) to m) above, provided here because the original title was in a language other than Italian, German, or English, conform to the originals:

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

Original title
English translation

The undersigned has submitted the following attached herewith:

1. A Copy of a valid identity document, and if he/she is in the possession of such, a fiscal code card;
2. **For non-EU citizens only**, original or certified copies of all documents which verify the possession of all qualifications ("titoli") indicated in points a) – m) above which cannot be verified by Italian public institutions (as instructed in Para. 4) of the announcement published by Vice Rector's Decree no. 19 of 18 April 2019);
3. A detailed lesson plan for a four-hour lesson as part of a C1-level English as a foreign language course intended for university students, as described in Para. 4) of the announcement published by Vice Rector's Decree no. 19 of 18 April 2019.

Place and Date _____

Signature* _____
(to be signed by hand)

* The present declaration is not required to be authenticated with signature in accordance with Art. 39, Para. 1 of D.P.R. no. 445 of 28 December 2000.

All information and qualifications not indicated in this declaration (Attachment A) shall not be evaluated for the purpose of the aforementioned selection procedure, including any unrequested attachments or publicly available information (for example CVs which have been attached or which are freely accessible on the internet).

The present application must be submitted **no later than 12:00 (noon) on the closing date of 20 May 2019** in the following manners:

- a) By submitting the application at the Language Centre (office A4.25) on the Bozen-Bolzano campus Monday to Friday from 9:00 to 12:00
- b) By sending the application via standard post (the postmark will not be taken into consideration for the purpose of the submission deadline)
- c) By sending the application via certified electronic email ("PEC") to the following email address:
languagecentre@pec.unibz.it
- d) By sending the application via standard email to the following email address:
recruitment_languagecentre@unibz.it