



APPLICANT BIOGRAPHICAL DATA SHEET

1. Applicant Name	
2. Applicant Mailing Address <i>(include ZIP Code)</i>	
3. Applicant Email Address	
4. US Citizen or authorized to work in the US? <i>(if yes, you will be required to complete a W-9 form prior to payment for tax/IRS purposes)</i>	Yes No
5. Applicant Telephone Number <i>(include area code)</i>	
6. Proposed Daily/Hourly Rate	

7. EDUCATION <i>(include all college or university degrees)</i>				8. LANGUAGE PROFICIENCY <i>(see instructions on reverse)</i>		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	YEAR	LANGUAGE	Proficiency Speaking	Proficiency Reading

9. EMPLOYMENT HISTORY		Employment Period:		Annual Salary:
<i>If no consultant rate is established, please provide your last salary</i>		From	To	
POSITION TITLE	COMPANY'S NAME, ADDRESS, POINT OF CONTACT & TELEPHONE #			

10. SPECIFIC CONSULTANT SERVICES					
SERVICES PERFORMED	COMPANY'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Service <i>(MM/DD/YY)</i>		Daily Rate	Days at Rate
		From	To		

11. APPLICANT CERTIFICATION:
 Applicant certifies in submitting this form that applicant has taken reasonable steps to ensure the accuracy of the information contained in this form and understands that FHI Solutions LLC will make necessary contacts to verify the information. Applicant understands that FHI Solutions may rely on the accuracy of such information in negotiating a rates with the applicant. Applicant understands that the making of certifications that are false, fictitious, or fraudulent may result in appropriate remedial action by FHI Solutions, taking into consideration all of the pertinent facts and circumstances, which may include immediate termination of any relationship with FHI Solutions.

Signature of Applicant:	Date

INSTRUCTIONS

Applicant to complete blocks 1-8, 9 or 10, as applicable, and sign and date block 11.

Indicate your language proficiency in block 8 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability.

2 Limited working proficiency

S Able to satisfy routine social demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects.

3 General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.

R Able to read within a normal range of speed and with almost complete comprehension.

4 Advanced professional proficiency

S Able to use the language fluently and accurately on all levels.

R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.

5 Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.