

## Document Check List

1. Your **Full CV in preferably in English**.  
Please visit the following webpage for guidelines and templates:  
<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>  
We may also be able to process your CV in your own language, if required
2. A scanned copy of your **Passport or National ID** to show your eligibility to work within the EU
3. A completed **Interest Summary Form** as attached to your email
4. Two written **References** in preferably in English but can be in your home language.  
Alternatively, **2 Contacts names and numbers** who we can contact for verbal references
5. Any **documents confirming your qualifications** which may support your application with any future potential employer

Please send all documents by email to: [stefan@stefanmatz.com](mailto:stefan@stefanmatz.com) or [caroline@stefanmatz.com](mailto:caroline@stefanmatz.com)