

# SELECTION RECORDS

Documentation for the presentation interview

Orders:

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Main apprenticeship trainer

To keep with personal documents

## PERSONAL DETAILS

Surname
First name
Date of birth
Address
Postcode / Location
Telephone number
Email

Is applying for a vocational education and training programme leading to issuance of a

- Federal VET Certificate     
  Federal VET Diploma     
  Federal Vocational Baccalaureate

Occupation
Training from _____ to _____

Negative decision given on _____
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Possible authorisations from the cantonal vocational education and training office if the trial period is extended, if the length of the vocational education and training programme is extended or reduced, etc.

## REASONS FOR THE APPLICATION

### What made you decide to choose this occupation?

- your parents
- colleagues
- guidance counsellor
- visits to companies
- classified ads
- books/leaflets on professions
- an observation traineeship

Other answers

### How and where did you obtain more information?

- by visiting companies
- through information meetings
- through personal advice at guidance counselling office
- through an observation traineeship
- from my parents
- from colleagues
- from books/leaflets on professions

Other answers

### Do you know what the intended occupation entails and what possibilities it offers?

#### During training:

- branch courses
- vocational school
- optional courses and remedial courses
- federal vocational baccalaureate

Other answers

#### After training:

- possibilities of promotion
- tertiary-level professional qualifications (federal examinations, optional courses and remedial courses enrolment in professional colleges)
- enrolment in universities of applied sciences
- job-related continuing education and training

Other answers

### What do you know about the occupation?

### How did you learn about our company?

### What other occupations are you interested in as well?

### Why have you applied to our company?

### Why did you choose this sector?

### What do you find of interest in our company?

## SCHOOL SYLLABUS

### How would you rate your skills?

School subjects	Strengths	Weaknesses	Remarks
French			
German			
English/Italian			
Mathematics/Algebra			
Geometry/technical drawing			
Accounting			
Home economics			
Biology/chemistry/physics			
History/geography			
Drawing/arts			
Creative and manual activities			
Music			
Physical education			

### What do you think of school and academic subjects?

Last school attended?  
(Grades, see copy of school transcript)

## FAMILY AND PERSONAL DETAILS

This information should provide a better understanding of the learner in the event of problems during the vocational education and training programme. The following questions should be asked tactfully. They should not under any circumstances be perceived as being over-inquisitive or vexatious.

<p>Father's line of work</p> <p>Currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Place of work</p>	<p>Mother's line of work</p> <p>Currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Place of work</p>
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**Do you live with your parents? How would you describe your relationship with your parents?**

yes  no

(see the section more detailed information on the application)

**Do you have any brothers and sisters?**

Number

**Wie stehen Sie zu den Geschwistern?**

**Interests, memberships (active or passive member)?**

Sport, music, youth organisations

Time devoted (for example, hours spent training)

Absences (for example as a camp leader)

Other leisure activities

Commitment in favour of social activities and protection of the environment

## VOCATIONAL COMPETENCE

**How would you assess your abilities?**

Strengths

Weaknesses

**Your physical condition?** (insofar as it is important for the occupation)

Allergies, chronic pain, other disabilities

## QUESTIONS/DECISIONS

The applicant asked the following questions/ showed a particular interest in

**Follow-up action**

The following decisions taken:

- skills testing
- observation traineeship
- follow-up interview

Other measures

**Deadlines**

## ASSESSMENT

### Does the applicant meet the requirements of the occupation?

Requirements from a scholastic point of view

Skills from a practical point of view

Capabilities from a physical point of view (health, stature and sensory organs)

Interests

Personal impressions (behaviour, appearance, the way of communicating, expression and attitude during the observation traineeship)

## DECISION

### Negative decision

Reasons

### Positive decision

Beginning of training

### Salary

1<sup>st</sup> year

2<sup>nd</sup> year

3<sup>rd</sup> year

4<sup>th</sup> year

### Signing of apprenticeship contract

Send the completed and signed apprenticeship contract for approval to the cantonal vocational education and training office (the contract is generally prepared in triplicate)

contract approved

### In the case of a three- or four-year programme for the Federal VET Diploma:

Has the applicant taken the test to determine eligibility for admission to the preparatory course for the federal vocational baccalaureate examination?:

no

yes

passed

failed

### Other arrangements

Place

date

signature or initials

### Legal representative

father     mother     legal guardian

Surname	First name
Address	
Postcode / Location	
Tel. number	
Occupation/profession	Employer

### Personal details concerning the applicant

Surname	First name
Address	
Postcode/Location	
Tel. number	Email
Date of birth	Place of origin
Country	Mother tongue
Foreigner: status	OSI no.

### Schools attended

years	to
years	to
years	to
years	to
Left school in (month/year)	in year
Last teacher	Tel. number
Address	

### Activities since completion of lower-secondary school

From	to	activity	employer

Leisure activities

## Health, insurance

Diseases/accidents worth mentioning

Health (allergies, eyesight and back problems, etc.)

Health insurance scheme  
(name of the fund)

## Choice of occupation

Why would you like to learn this occupation?

How did you learn more about this occupation?

### Observation traineeships

Trade	Company	Length

## References (Full name, position, telephone number)

## Signatures

Place date

The applicant

The legal representative  
gives his/her consent to the application

## Appendices (e.g. copies of transcript of last two semesters of lower-secondary school)