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| Latvijas Ģeotelpiskās informācijas  aģentūra Pretendentu un  ierēdņu vērtēšanas komisijai | | | | | |
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| konkursa pretendenta (-tes) | | | | | |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (adrese, tālrunis) | | | | | |
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| Lūdzu izskatīt manu kandidatūru uz \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| ierēdņa amatu. | | | | | |
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**Pielikumā: Pretendenta aptaujas lapa.**

\_\_\_\_\_.gada ‘’\_\_\_’’. \_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(paraksts)

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| KONKURSA PRETENDENTA APTAUJAS LAPA | | | | | | | | | | | | | |
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| ***Vārds*** | | | | | | Uzvārds | | | | | | | |
| Pilsonība | | | | | | Personas kods | | | | | | | |
| Dzīves vietas (deklarētā un faktiskā) adrese , tālrunis un e-pasts | | | | | | | | | | | | | |
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| **1.ZIŅAS PAR IZGLĪTĪBU** | | | | | | | | | | | | | |
| *Augstākā izglītība jā nē* | | | | | | | | | | | | | |
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| Mācību iestādes nosaukums | | Fakultāte vai nodaļa | | | Iestāšanās gads | | Izstāšanas vai beigšanas gads | | | Cik kursi pabeigti | Iegūtā speciālitāte un diploma Nr. | | |
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| *Papildus izglītība jā nē* | | | | | | | | | | | | | |
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| Apgūtā programma | | | Mācību laiks no līdz | | | | Mācību iestādes nosaukums | | | | | Apliecinošs dokuments | |
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| *Zinātniskais grāds vai darbs, svarīgākās publikācijas*  *ir /norādiet, kāds/ nav* | | | | | | | | | | | | | |
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| 1. Vai atbilstat valsts civildienesta likuma 7.panta prasībām   Uz ierēdņa amatu var pretendēt persona: 1) kura ir Latvijas Republikas pilsonis; 2) kura pārvalda latviešu valodu;  3) kurai ir augstākā izglītība;  4) kura nav sasniegusi likumā noteikto pensijas vecumu;  5) kura nav sodīta par tīšiem noziedzīgiem nodarījumiem vai ir reabilitēta vai kurai ir noņemta vai dzēsta sodāmība;  6) kura nav atbrīvota no ierēdņa amata ar tiesas spriedumu krimināllietā;  7) kura nav atzīta par rīcībnespējīgu likumā noteiktajā kārtībā;  8) kura nav vai nav bijusi PSRS, Latvijas PSR vai kādas ārvalsts valsts drošības dienesta, izlūkdienesta vai pretizlūkošanas dienesta štata darbinieks;  9) kura nav vai nav bijusi ar likumiem vai tiesas nolēmumiem aizliegto organizāciju dalībnieks;  10) kura nav iestādes vadītāja vai tiešā priekšnieka radinieks (persona, kura ar ierēdni ir laulībā, svainībā vai radniecībā līdz pirmajai pakāpei, kā arī brāļi un māsas). Ministru kabinets var noteikt izņēmumus gadījumos, ja citādi attiecīgā iestāde nevar nodrošināt tai noteikto funkciju izpildi;  11) kurai nav saglabājušās tāda disciplinārsoda darbības sekas, kas uz noteiktu laiku liedz ieņemt ierēdņa amatu.  *jā nē* | | | | | | | | |
| 1. Vai Jums ir piešķirts ierēdņa statuss   *jā nē* | | | | | | | | |
| 1. Zināšanas | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Valodas* | Zināšanu kritēriji\* | | | | | | 1.līmenis | 2.līmenis | 3.līmenis | 4.līmenis | 5.līmenis | | angļu |  |  |  |  |  | | krievu |  |  |  |  |  | |  |  |  |  |  |  |   \* Zināšanu kritēriji   |  |  | | --- | --- | | 1.līmenis | Spēju saprast vienkāršu ikdienas sarunu, izmantojot ierobežotu izteicienu skaitu.  Spēju lasīt vienkāršus teikumus ar vārdnīcas palīdzību.  Nav rakstīt prasmes spēju. | | 2.līmenis | Spēju izteikties lielākajā daļā sadzīves situāciju.  Spēju lasīt literatūru izmantojot vārdnīcu.  Spēju uzrakstīt vienkāršu tekstu izmantojot paraugu, tomēr ir nepieciešama palīdzība izlabojot kļūdas. | | 3.līmenis | Spēju saprast gandrīz ikvienu sarunu.  Spēju sarunāties visās ikdienas situācijās.  Spēju lasīt specializēto literatūru, reizēm izmantojot vārdnīcu.  Spēju uzrakstīt dažāda rakstura tekstus, tomēr ir nepieciešamība, lai uzrakstīto kāds pārbauda. | | 4.līmenis | Spēju saprast ātru un sarežģītu runu, brīvi izsekot būtiskām kļūdām.  Spēju brīvi lasīt bez vārdnīcas.  Spēju rakstīt sarežģītus tekstus, reizēm ir nepieciešama palīdzība gramatikā. | | 5.līmenis | Spēju saprast ikvienu runu svešvalodā, neatkarīgi no tēmas un specifikas.  Spēju izteikties pilnīgi brīvi un bez kļūdām.  Spēju rakstīt bez kļūdām un nav nepieciešama palīdzība/kontrole.  Spēju tulkot no dzimtās valodas šajā valodā un pretēji. | | | | | | | | | |
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| Lūdzu norādiet vērtīgākās zināšanas, prasmes, iemaņas un personīgās īpašības, kuras jūs varētu pielietot vakantajā amatā | | | | | | | | |
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| Datora lietošanas prasmes | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Programmatūra** | **Profesionāli (ļoti labi)** | **Labi** | **Vidēji** | **Ar minimālām priekšzināšanām** | | ***Microsoft Office:*** |  |  |  |  | | Word |  |  |  |  | | Excel |  |  |  |  | | PowerPoint |  |  |  |  | | ***Internets, e-pasts*** |  |  |  |  | | ***Citas (norādīt)*** |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | | | | | | |
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| 1. Ziņas par darba pieredzi | | | | | | | | |
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| Iestāšanās un izstā-šanās gads un datums | | | Nostrādātais laiks | Darba vietas pilns nosaukums | | | Amats vai profesija, kurā strādājat | |
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| 1. Lai pilnīgāk iepazītu Jūsu lietišķās īpašības, lūdzam atbildēt uz sekojošiem jautājumiem: | |
| * Kādā veidā Jūs papildināt savas teorētiskās zināšanas? | |
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| * Vai Jūs pārzināt lietvedību? | |
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| * Kādas ir Jūsu zināšanas darbā ar datoru? | |
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| * Kādās izglītības jomās vai praktiskā darba iemaņās Jūs vēlētos papildināt savas zināšanas? | |
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| * Ko Jūs uzskatāt par lielāko sasniegumu savā iepriekšējā darba vietā? | |
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| * Kā Jūs sāktu saņemtā uzdevuma izpildi, kura galamērķis Jums nav skaidrs? | |
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| * Kāda ir Jūsu rīcība, ja Jums pēkšņi uztic sarežģītu uzdevumu ar ierobežotu izpildes termiņu? | |
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| * Kā Jūs atrastu pretargumentus nesaprātīga uzdevuma izpildes risinājuma piedāvājumam? | |
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| * Kā Jūs reaģējat, ja kolēģi kavē saņemtā uzdevuma izpildi? | |
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| * Kāda ir Jūsu rīcība, ja kolēģi nedod Jums iespēju pietiekami skaidri izteikties? | |
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| * Kādās situācijās Jūs labprāt izsakāt savu viedokli? | |
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| * Kas Jūs attur no sava viedokļa izteikšanas vadībai? | |
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| * Kāda ir Jūsu rīcība, ja, jūsuprāt, pareizu viedokli vadība neatbalsta? | |
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| * Kas Jums darbā sagādā apmierinājumu? | |
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|  | |
| * Kādās situācijās Jūs garlaikojaties? | |
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| * Kādā veidā Jūs veicinātu labas attiecības ar kolēģiem? | |
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| * Kuri pēc Jūsu domām ir nozīmīgākie lēmumi, ko esat pieņēmis (-usi) savā darba dzīvē? | |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| * Vai esi veicis organizatoriska rakstura darbu (kāds bija tā saturs)? | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| 1. Ja vēlaties varat norādīt personu un kontaktinformāciju, kuras varētu sniegt atsauksmes par Jūsu darbu. | |
| Persona\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, | iestāde\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, |
|  | tālrunis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |
| 20\_\_.gada “\_\_\_\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (personas paraksts) |
|  |  |