



HOTREC



LOGIN



employer



employee



public services



bilateral entity

(between trade unions and employer associations)



school / university /
vocational training center



self training tool



self training video



QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



HOTREC



REGISTRATION

ASK FOR LOGIN AND PASSWORD

name:

surname:

address:

e-mail:

name company/entity:

registration as:
employer
employee
public services
bilateral entity
school/university/vocational training center

message:

SEND

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



LOGIN



username:

password:



QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



PERSONAL DATA OF PASSPORT HOLDER



surname:

2ND surname: *

maiden name:

first name:

sex: M F date of birth: DD / MM / YYYY

address:

town:

post code:

country:

nationality:

mothertongue:

2ND mothertongue: *

e-mail: *

2ND e-mail: *

e-mail of the intermediate:

phone:

cell. phone: *

social security number:
(or other public registration)

if you leave blank
"e-mail" and "2ND
e-mail" you must
insert the e-mail
of one
intermediate
structure

* not compulsory





EDUCATION AND TRAININGS



add qualifications

add courses

secondary school

italian grammar school
.....
.....
.....
.....

more



year of qualification

1930
.....
.....
.....
2007

vocational training

cook qualification
.....
.....
.....
.....

more



year of qualification

1930
.....
.....
.....
2007

university

.....
.....
.....
.....
.....

more



year

1930
.....
.....
.....
2007

continuous training

.....
.....
.....
.....
.....

more



year

1930
.....
.....
.....
2007

PREVIOUS

NEXT





EDUCATION AND TRAININGS



add qualifications

add courses

secondary school	<input type="text" value="italian grammar school"/>	<input type="button" value="more"/> 	year of qualification <input type="text" value="1930"/> <input type="text" value="2007"/>
vocational training	<input type="text" value="COC"/>	<div style="border: 1px solid gray; padding: 5px;"> <p>types of secondary schools:</p> <ul style="list-style-type: none"> + italian grammar school (liceo classico) <i>5 years and an final examination</i> + title of secondary school <i>description of secondary school</i> - title of secondary school </div>	
university	<input type="text" value=""/>		<input type="text" value="1930"/> <input type="text" value="2007"/>
continuous training	<input type="text" value=""/>		<input type="text" value="1930"/> <input type="text" value="2007"/>

PREVIOUS

NEXT



EDUCATION AND TRAININGS



secondary school
italian grammar school
.....
.....

more



year of qualification
1930
.....
.....
.....
2007

add qualifications

types of vocational trainings:

- + cook qualification
600 hours + 200 hours stage
- + title of vocational training
description of secondary school
- title of vocational training

more



year of qualification
1930
.....
.....
.....
2007

add courses

more



year
1930
.....
.....
.....
2007

continuous training
.....
.....
.....
.....
.....

more



year
1930
.....
.....
.....
2007

PREVIOUS

NEXT



EDUCATION AND TRAININGS



secondary school more year of qualification 1930

vc more

ur ?

col year 1930 2007 ADD

add qualifications

vocational training

ADD

add qualifications

add courses

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR THE EUROPEAN HOSPITALITY SECTOR



CURRENT JOB POSITION



ACTUAL OR LAST EMPLOYER

company and commercial name:

web site:

address of workplace:

town:

post code:

country:

e-mail: *

2ND e-mail: *

phone:

fax: *

cell. phone: *

contact for referencies:

start data: / /

end data: / / *

actual position:

cook

entry position:

cook

company informations
click to open >>

I authorize to show my data

YES

NO

* not compulsory

PREVIOUS



NEXT

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



CURRENT JOB POSITION



ACTUAL OR LAST EMPLOYER

company and commercial name:

web site:

address of workplace:

town:

post code:

country:

e-mail:

2ND e-mail:

phone:

fax:

cell. phone:

contact for referencies:

start data:

end data:

actual position:

entry position:

company informations

size of employer establishment

- < 5
- < 10
- < 50
- < 250
- more

type of company

- restaurant
- hotel
- pub
-
-

company informations
click to open

YES NO

* not compulsory





CURRENT JOB POSITION



PREVIOUS POSITION

POSITION N°....

company and commercial name:

web site:

address of workplace:

town:

post code:

country:

e-mail: *

2ND e-mail: *

phone:

fax: *

cell. phone: *

contact for referencies:

start data: / /

end data: / /

actual position:

.....

cook

.....

.....

.....

entry position:

.....

cook

.....

.....

.....

company informations
click to open >>

add previous employer

* not compulsory

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR THE EUROPEAN HOSPITALITY SECTOR



CURRENT JOB POSITION



PREVIOUS POSITION

POSITION N°....

company and commercial name:

web site:

address of workplace:

town:

post code:

country:

e-mail:

2ND e-mail:

phone:

fax:

cell. phone:

contact for referencies:

start data: DD/MM/YYYY

end data: DD/MM/YYYY

Your previous position has been added,
do you want to add another one?

yes no

actual position:

cook

.....

.....

.....

entry position:

cook

.....

.....

.....

company informations
click to open >>

add previous employer

* not compulsory

PREVIOUS

NEXT



AREA OF SKILLS



SELECT AREA OF SKILLS:

dropdown menu showing options: kitchen, serving food,

Authorization of the worker:
(yes or no)

worker login for
the authorization

Approved by employer:
(yes or no)

employer login for
the authorization

KITCHEN

TASKS / COMPETENCES	
PREPARE THE AREA TO BE USED	<input type="checkbox"/>
CLEAN EQUIPMENT, RINGS ETC	<input type="checkbox"/>
CLEANING AND HYGIENE OF KITCHEN	<input type="checkbox"/>
PLANNING AND INSPECTION OF WORK IN THE KITCHEN	<input type="checkbox"/>
REVIEW AND CONTROL THE USE OF KITCHEN MATERIAL, AND COMMUNICATE MISTAKES	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - VEGETABLES	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - DAIRY PRODUCTS	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - STOCKS	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - SAUCES	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - EGGS	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - FISH AND SEAFOOD	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - MEAT	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - FRUITS	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - SALADS AND DRESSINGS	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - SANDWICHES AND CANAPES	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - DESSERTS	<input type="checkbox"/>
PREPARATION COOKING AND PRESENTATION OF DISHES - PASTRY AND DOUGH	<input type="checkbox"/>
PREPARATION AND SERVICE OF BUFFETS	<input type="checkbox"/>
ATTEND TO MEAL ORDERS THE KITCHEN	<input type="checkbox"/>
PARTICIPATE IN THE PLANNING AND WRITING OF MENUS	<input type="checkbox"/>
USE THE TELEPHONE	<input type="checkbox"/>
CLOSE THE KITCHEN	<input type="checkbox"/>
RECEIVE GOODS, AND CHECK THE DATES OF GOODS, THE QUALITY AND QUANTITY, AND THE PRICES SHOWN ON THE BILLS	<input type="checkbox"/>
ARRANGE GOODS IN THE STOREROOMS	<input type="checkbox"/>
LIASON WITH MANAGEMENT REGARDING THE COSTS OF INVENTORIES AND PURCHASES	<input type="checkbox"/>
COLLABORATE ON INVENTORYS	<input type="checkbox"/>
COORDINATE AND SUPERVISE THE ACTIVITY OF THE KITCHEN AREA	<input type="checkbox"/>
DUTIES DURING EMERGENCIES	<input type="checkbox"/>
ADMINISTER FIRST AID	<input type="checkbox"/>
TAKE FIRE PREVENTION AND SECURITY MEASURES	<input type="checkbox"/>
ATTEND TO GUEST'S COMPLAINTS	<input type="checkbox"/>
COOPERATE WITH THE DESIGN OF THE DUTY ROSTA	<input type="checkbox"/>

PREVIOUS

NEXT



AREA OF SKILLS



KITCHEN

TASKS / COMPETENCES

SELECT AREA OF SKILLS:

kitchen
serving food
.....

Authorization of the worker:
(yes or no)

worker login for
the authorization

Approved by employer:
(yes or no)

employer login for
the authorization

AUTHORIZATION OF THE WORKER

username:

password:

Do you authorize to show your data?

YES

NO

SEND

COLLABORATE ON INVENTORIES	<input type="checkbox"/>
COORDINATE AND SUPERVISE THE ACTIVITY OF THE KITCHEN AREA	<input type="checkbox"/>
DUTIES DURING EMERGENCIES	<input type="checkbox"/>
ADMINISTER FIRST AID	<input type="checkbox"/>
TAKE FIRE PREVENTION AND SECURITY MEASURES	<input type="checkbox"/>
ATTEND TO GUEST'S COMPLAINTS	<input type="checkbox"/>
COOPERATE WITH THE DESIGN OF THE DUTY ROSTA	<input type="checkbox"/>

PREVIOUS

NEXT



AREA OF SKILLS



KITCHEN

TASKS / COMPETENCES

SELECT AREA OF SKILLS:

kitchen
serving food
.....

Authorization of the worker:
(yes or no)

worker login for
the authorization

Approved by employer:
(yes or no)

employer login for
the authorization

APPROVATION OF THE EMPLOYER

username:

password:

Do you authorize to show these data as approved by you?

YES

NO

SEND

COLLABORATE ON INVENTORIES	<input type="checkbox"/>
COORDINATE AND SUPERVISE THE ACTIVITY OF THE KITCHEN AREA	<input type="checkbox"/>
DUTIES DURING EMERGENCIES	<input type="checkbox"/>
ADMINISTER FIRST AID	<input type="checkbox"/>
TAKE FIRE PREVENTION AND SECURITY MEASURES	<input type="checkbox"/>
ATTEND TO GUEST'S COMPLAINTS	<input type="checkbox"/>
COOPERATE WITH THE DESIGN OF THE DUTY ROSTA	<input type="checkbox"/>

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



ATTACHMENTS



★ Do you want to attach a letter of presentation?

Yes, Search...

Upload file

Do you want to attach your European CV?

Yes, Search...

Upload file

Do you want to attach your Specialistic Diplomas?

Yes, Search...

Upload file

Do you want to attach your Assesment of Language Skills?

Yes, Search...

Upload file

Do you want to assess your language skills now?

Yes

Do you want to insert your picture (.gif or .jpg)?

Yes, Search...

Upload file

Do you want to insert something else?

Yes, Search...

Upload file



(European CV web page)

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



ATTACHMENTS



Do you want to attach a letter of

Do you want to attach your Eur

Do you want to attach your Spe

Do you want to attach your Ass

assess english skills >>

assess italian skills >>



Do you want to assess your language skills now?

Do you want to insert your picture (.gif or .jpg)?

Do you want to insert something else?





PASSPORT

PERSONAL DATA

1 2 3 4



NUMBER: IT07000001

DATA: 09/07/2007

SURNAME: Rossi

NAME: Mario

SEX: M

DATE OF BIRTH: 13/11/1979

ADDRESS: Via Mazzini, 5

TOWN: Rome

POST CODE: 00100

COUNTRY: Italy

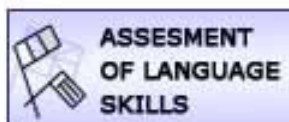
NATIONALITY: Italian

MOTHER TONGUE: Italian

E-MAIL: mario.rossi@gmail.com



EUROPEAN
CV



ASSESSMENT
OF LANGUAGE
SKILLS

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



PASSPORT



1 2 3 4 EDUCATION AND TRAINING
ACTUAL EMPLOYER

EDUCATION AND TRAINING

SECONDARY SCHOOL: Italian grammar school
YEAR OF QUALIFICATION: 1998

CONTINUOUS TRAINING: Serving food
YEAR: 2001

ACTUAL EMPLOYER

NAME: Agata e Romeo
ADDRESS: Via Carlo Alberto, 45
TOWN: Rome
POST CODE: 00100
COUNTRY: Italy
START DATA: 13/11/2006
ACTUAL POSITION: Chef
ENTRY POSITION: Cook

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR



PASSPORT



1 2 3 4 AREA OF SKILLS

AREA 1

AREA OF SKILLS

Kitchen: PREPARE THE AREA TO BE USED

CLEAN EQUIPMENT, RINGS ETC

CLEANING AND HYGIENE OF KITCHEN

PREPARATION COOKING AND PRESENTATION OF DISHES - VEGETABLES

PREPARATION COOKING AND PRESENTATION OF DISHES - DAIRY PRODUCTS

PREPARATION COOKING AND PRESENTATION OF DISHES - SAUCES

PREPARATION COOKING AND PRESENTATION OF DISHES - EGGS

PREPARATION COOKING AND PRESENTATION OF DISHES - FISH AND SEAFOOD

PREPARATION COOKING AND PRESENTATION OF DISHES - MEAT

PREPARATION COOKING AND PRESENTATION OF DISHES - FRUITS

PREPARATION COOKING AND PRESENTATION OF DISHES - SALADS AND DRESSINGS

PREPARATION COOKING AND PRESENTATION OF DISHES - DESSERTS

AUTHORIZATION OF THE WORKER: Yes

AREA 2

NAME AREA 2:

.....

.....





PASSPORT

1 2 3 4 PREVIOUS EMPLOYER



PREVIOUS EMPLOYERS

POSITION 2

NAME: L'Acquario

ADDRESS: Via della Stazione, 48

TOWN: Anzio (RM)

POST CODE: 00040

COUNTRY: Italy

START DATA: 15/02/05

END DATA: 23/10/06

PREVIOUS POSITION: Chef

POSITION 3

NAME: Vecchio Porto Restaurant

ADDRESS: Via del Porto, 25

TOWN: Fiumicino (RM)

POST CODE: 00050

COUNTRY: Italy

START DATA: 01/01/04

END DATA: 31/12/04

PREVIOUS POSITION: Chef

PREVIOUS

NEXT

QUALIFICATION AND SKILLS PASSPORT FOR
THE EUROPEAN HOSPITALITY SECTOR