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GRUPPO

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1. L'ACCESSO AGLI ATTI DEL CONSIGLIERE COMUNALE.
2. la giunta, nomina e competenze
3. Le ordinanze contingibili ed urgenti
4. il consiglio comunale. Attribuzioni e sistema elettorale (meno di 15.000 abitanti)
5. i pareri sulle proposte di deliberazioni di giunta e di consiglio
6. Il diritto di accesso civico e generalizzato
7. nullita' ed annullabilita';
8. La segnalazione certificata d'inizio attività (commerciale);
9. l'istituto della revoca;
10. Il silenzio assenso;
11. Illustri il candidato il concetto di discrezionalità amministrativa
12. Conseguenze per il ritardo dell'amministrazione nella conclusione del procedimento
13. l'autocertificazione
14. la motivazione del provvedimento amministrativo.
15. il diritto di accesso documentale
16. i termini di conclusione del procedimento amministrativo
17. L'annullamento in autotutela del provvedimento amministrativo
18. I residui attivi e passivi
19. I debiti fuori bilancio
20. L'IMU: soggetti, potere impositivo
21. Il rendiconto di gestione
22. Il bilancio di previsione
23. Il parere del responsabile finanziario sulle proposte di delibere.
24. Il fondo pluriennale vincolato
25. Il risultato di amministrazione
26. Il dup
27. Il piao
28. Il peg
29. Fondo crediti di dubbia esigibilità e altri fondi per spese potenziali

ANAGRAFE
CONTRATTO DI LAVORO

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CF

GRUPPO B



SA

1. Illustri il/la candidato/a le modalità di registrazione degli atti di nascita ed i successivi adempimenti sia dell'Ufficiale di Stato Civile sia dell'Ufficiale d'Anagrafe
2. Illustri il/la candidato/a le differenti formazioni degli atti di Stato Civile
3. Illustri il/la candidato/a le diverse fattispecie connesse all'atto di morte (redazione e successiva documentazione che il Comune può fornire)
4. Illustri il/la candidato/a cosa può fare un cittadino con l'entrata in vigore della Legge 219/2017 (DAT) e l'alimentazione della banca dati nazionale
5. Illustri il/la candidato/a le modalità di elezione dei componenti della CEC (Commissione Elettorale Comunale) e le sue principali funzioni
6. Illustri il/la candidato/a concetto-rilascio-ritiro della tessera elettorale
7. Illustri il/la candidato/a tutte le revisioni elettorali (quando vengono fatte, da chi, tempistiche)
8. Illustri il/la candidato/a le differenze salienti dell'Albo delle persone idonee all'Ufficio di Scrutatore di seggio elettorale dall' dell'Albo delle persone idonee all'Ufficio di Presidente di seggio elettorale (modalità e requisiti di iscrizione, successiva nomina e composizione)
9. Illustri il/la candidato/a l'attività dell'Ufficio Elettorale per la tenuta delle liste aggiunte comunali dei cittadini comunitari
10. Illustri il/la candidato/a in quali casi può esser effettuata la cancellazione dall'anagrafe di un soggetto residente
11. Illustri il/la candidato/a gli adempimenti dell'Ufficio d'Anagrafe in caso di trasferimento di residenza da altro comune (cittadino italiano – cittadino straniero UE – cittadino straniero extra UE)
12. Illustri il/la candidato/a gli adempimenti dell'Ufficio d'Anagrafe a seguito di richiesta "prima iscrizione anagrafica" di un cittadino straniero
13. Illustri il/la candidato/a la procedura per un rilascio CIE (da chi può esser richiesta, dove può essere richiesta) soffermandosi, infine, sulla validità e sull'espatrio
14. Illustri il/la candidato/a gli aspetti fondamentali collegati alla dichiarazione sostitutiva di notorietà e di certificazione
15. Illustri il/la candidato/a la gestione delle convivenze di fatto
16. Illustri il/la candidato/a le possibili certificazioni anagrafiche e le modalità di redazione
17. il sistema di classificazione del personale previsto dall'art. 12 del CCNL 2019-2021
Cosa si intende per EQ e cosa differenzia questi soggetti?
18. Le progressioni economiche
E' prevista una procedura particolare per l'attribuzione della progressione all'interno dell'area?
19. L'istituto del periodo di prova
Lo devono svolgere tutti o qualcuno può essere esonerato?
20. L'articolazione dell'orario di lavoro
L'istituto dell'orario multiperiodale
L'istituto dello straordinario
21. Una volta superato il periodo di prova, si ritiene che il dipendente possenga già un'adeguata e sufficiente formazione?
Chi provvede alla formazione del dipendente?

22. Le Amministrazioni pubbliche possono assumere un dipendente a tempo determinato?
Che durata può avere e come si risolve?
23. E' previsto il lavoro a distanza nelle Pubbliche Amministrazioni?
Come si differenzia?
24. Il Welfare integrativo
Chi lo prevede e per cosa? Fare un esempio
25. Cos'è l'indennità di specifiche responsabilità?
Come viene conferita?
26. Quali sono gli obblighi del dipendente riguardo alla propria condotta durante la prestazione lavorativa?
Situazioni vietate nei rapporti con i cittadini in relazione alla propria prestazione lavorativa
27. L'istituto delle ferie
28. L'unione civile
29. I buoni pasto e servizio sostitutivo mensa



1. Che cos'è una SPAM?
2. Cos'è un browser? Definizione ed esempio
3. Cosa significa "zippare" un file? Un esempio di programma
4. hard disk e software, definizione
5. In cosa consiste l'operazione di download
6. La differenza tra email e PEC, definizione e funzionamento
7. Cosa si intende per licenza software
8. il programma POWER POINT, utilità
9. gigabyte, kilobyte, byte
10. il filtro sul programma excel, descrizione ed utilità
11. L'utilizzo di un gruppo di continuità, permette di:
12. In una rete di computer, è possibile stampare sulle stampanti connesse ad altri PC della rete?
13. Nell'intestazione di un messaggio e-mail compare: From: pippo@italiano.it To: topolino@topolinia.com Bcc: paperino@papero.net
Quale elemento non è corretto?
14. Normalmente su una penna USB, che tipo di files possiamo copiare?
15. Una mailing list è:
16. In informatica cosa si intende con il termine "driver"?
17. In uno schermo, i pixel misurano:
18. la Firma Digitale
19. metodi di riconoscimento identità digitale: definizioni ed esempi
20. In un word processor cos'è la stampa unione?
21. Le periferiche: definizione ed esempi
22. le estensioni principali per i file dedicati alle immagini? Esempi
23. memoria volatile
24. periferica di input e periferica di output
25. la composizione di una postazione di lavoro
26. la definizione di sistema operativo. Citare esempi
27. la cpu, descrizione
28. la scheda di rete, definizione
29. il collegamento "in rete" tra PC. descrizione



1. My day

First, I wake up. Then, I get dressed. I walk to school. I do not ride a bike. I do not ride the bus. I like to go to school. It rains. I do not like rain. I eat lunch. I eat a sandwich and an apple.

I play outside. I like to play. I read a book. I like to read books. I walk home. I do not like walking home. My mother cooks soup for dinner. The soup is hot. Then, I go to bed. I do not like to go to bed.

2. My Wonderful Family

I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind. My grandmother also lives with us. She came from Italy when I was two years old. She has grown old, but she is still very strong. She cooks the best food!

3. My name is John

Hi! Nice to meet you! My name is John Smith. I am 19 and a student in college. I go to college in New York. My favorite courses are Geometry, French, and History. English is my hardest course. My professors are very friendly and smart. It's my second year in college now. I love it!

I live in a big house on Ivy Street. It's near the college campus. I share the house with three other students. Their names are Bill, Tony, and Paul. We help each other with homework. On the weekend, we play football together.

4. Our Vacation

Every year we go to Florida. We like to go to the beach.

My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to make sandcastles and watch the sailboats go by. Sometimes there are dolphins and whales in the water!

5. Preparing food

Jack was hungry. He walked to the kitchen. He got out some eggs. He took out some oil. He placed a skillet on the stove. Next, he turned on the heat. He poured the oil into the skillet. He cracked the eggs into a bowl. He stirred the eggs. Then, he poured them into the hot skillet. He waited while the eggs cooked. They cooked for two minutes. He heard them cooking. They popped in the oil.

6. The house

The Smiths live in a house. They have a living room. They watch TV in the living room. The father cooks food in the kitchen. They eat in the dining room. The house has two bedrooms. They sleep in the bedrooms. They keep their clothes in the closet. There is one bathroom. They brush their teeth in the bathroom.

7. My morning routine

My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.

8. The pet store

George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.

First, he sees dogs and cats. Baby dogs are called puppies. Baby cats are called kittens. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.

9. The city where I live

My name is Clark, and I will tell you about my city.

I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream.

10. My family at home

My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the garden but my sister hates to work in the garden. She prefers to read. She reads in the morning, in the afternoon and at night.

I give all of the vegetables to mom and dad. They like to cook in our small kitchen. I eat any vegetable but my sister eats only a few.

11. My family

My family is very important to me. We do lots of things together. My brothers and I like to go on long walks in the mountains. My sister likes to cook with my grandmother. On the weekends we all play board games together. We laugh and always have a good time. I love my family very much.

12. My friends and I

My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.

13. Numbers

Most individuals don't think about **numbers**, or numerical representations of quantity, but they play a major part in everyday life. To be sure, numbers determine the time individuals will wake up in the morning, how much money employees earn per hour, what day of the year it is, and much, much more.

14. Chicago

Keith recently came back from a trip to Chicago, Illinois. This midwestern metropolis is found along the shore of Lake Michigan. During his visit, Keith spent a lot of time exploring the city to visit important landmarks and monuments.

15. Miami

Christina visited Miami during her winter vacation. She is from Boston, where it is cold during the winter months. Miami, however, has a very warm climate. There are many sunny days in Miami, and people can go to the beach all year long. Christina spent a good portion of her trip on the beach to relax and sunbathe. However, she also explored Miami and its surroundings.

16. London

London is a famous and historic city. It is the capital of England in the United Kingdom. The city is quite popular for international tourism because London is home to one of the oldest-standing monarchies in the western hemisphere. Rita and Joanne recently traveled to London. They were very excited for their trip because this was their first journey overseas from the United States.

17. Yellowstone National Park

Yellowstone National Park, located in Idaho, Montana, and Wyoming, was established as the first national park in the United States. The park is a popular destination for visitors who enjoy ecological tourism as it offers forests, mountains, and abundant ecosystems to explore. Some of Yellowstone's most well-known landmarks are its geothermal hot springs and geysers, the most famous of which is named Old Faithful.

18. Halloween

It is a holiday that's celebrated in America on 31 October of each year, regardless of what day of the week this date falls on. Although it is rooted in religion, Halloween today is enjoyed mainly because of its decorations, costumes, candy, treats, and general excitement, and furthermore, it is enjoyed by most everyone.

19. The four seasons

The four seasons are spring, summer, autumn, and winter, and although various areas of the United States experience drastically different weather during these times, all portions of the country recognize the seasons; winter in California may bring heat, and winter in New York may bring blizzards, but both periods are nevertheless winter.

20. Christmas

A Christian holiday signifying the birth of Jesus, Christmas is widely celebrated and enjoyed across the United States and the world. The holiday always falls on 25 December (regardless of the day of the week), and is typically accompanied by decorations, presents, and special meals.

21. Los Angeles

Stephanie recently took a weekend trip to Los Angeles, California. Los Angeles is a coastal city situated along the Pacific Ocean. Many celebrities earned their claim to fame here. Although the town offers many attractions centered around Hollywood culture, there is a lot to see and visit in Los Angeles.

22. Las Vegas

Last April, John took a trip to Las Vegas, Nevada. Las Vegas is a popular destination in the western portion of the United States. The town is most popular for its casinos, hotels, and exciting nightlife. John had a great time during his trip to Las Vegas. He did not win a lot of money in the casinos. However, he managed to see a lot of amazing sites during his visit to this city that never sleeps.

23. Washington

Yesterday, Stephen returned from a trip to Washington, the capital of the United States. His visit took place during the week prior to the Fourth of July. Logically, there were many activities and celebrations in town in preparation for Independence Day. During his stay in the city, Stephen visited a lot of important historical sites and monuments, and he left with a deeper understanding of the political history of the United States.

24. Going to work in the morning

My job is a long distance from my home, almost 50 miles away. I have to wake up early every morning, as I'm always in a rush. There's never enough time for a relaxed breakfast. At exactly 6:00 AM, I get into my car and start the long drive.

25. Going to the Supermarket

Martha is at the grocery store, getting ready for a house party. She has a list of what she needs with her as she goes along. The first section she comes has produce. Martha sees apples, bananas, cherries, grapes, and strawberries. She checks her list:

- 6 apples
- 1 bag of cherries
- 1 bag of grapes
- 2 cartons of strawberries

26. At school

Lucas goes to school every day of the week. He has many subjects to go to each school day: English, art, science, mathematics, gym, and history. His mother packs a big backpack full of books and lunch for Lucas. His first class is English, and he likes that teacher very much. His English teacher says that he is a good pupil, which Lucas knows means that she thinks he is a good student.

27. The Grand Canyon

The Grand Canyon, one of the Seven Wonders of the Natural World, is located in the state of Arizona. It is also a UNESCO World Heritage Site. Formed by over 70 million years of erosion from the Colorado River, the Grand Canyon offers a spectacular view. Carlos always wanted to visit the Grand Canyon, and recently he received the chance to hike some of the trails and take several panoramic photographs during his visit.

28. The Golden Gate Bridge

Some of the most important landmarks in the United States include feats of architecture and modern engineering. San Francisco, California, is a beautiful city on its own, but it is also home to The Golden Gate Bridge, a 1.7 mile suspension bridge connecting the San Francisco Peninsula to the Marin Headlands. The bridge holds the title of one of the Wonders of the Modern World according to the American Society of Civil Engineers.

29. Thanksgiving

Thanksgiving is a holiday celebrated predominantly in North America, and it possesses a different meaning in each of the countries where it's acknowledged. In the United States, Thanksgiving is a federal holiday (meaning all government employees and most private employees are given a day off of work), and always takes places on the **Fourth Thursday in November**, regardless of the date.