

CURRICULUM VITAE

(Insert your full name & the date – do this in the header and footer too)

SECTION 1: PERSONAL DETAILS

Family name:

Given name:

Middle name:

Date of birth:

Home Province

Sex:

MALE:

FEMALE:

Nationality:

Residency status:

SECTION 2: CONTACT DETAILS:

Postal address:

Fax Number:

Email address - work

Email address - personal

Telephone – work

Telephone – home

Mobile:

Contact details for

**someone who can contact
you**

SECTION 3: ACADEMIC QUALIFICATIONS

NOTE: When applying for a job in the Public Service, you must provide certified copies of your qualifications when you apply which means that you will have to post them or hand deliver them to the Public Service Department . You cannot email them.

Date of completion	Qualification	Educational Institution

SECTION 4: TRAINING PROGRAMS

Date of training	Certificate awarded	Training provider

SECTION 5: LIST OF JOB RELATED KNOWLEDGE AND EXPERIENCE

NOTE: Include a list of your job related knowledge and experience.
For example: Public speaking. Coaching sporting teams. Working with donors in my local community. Member of Management Committee.

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SECTION 6: WORK EXPERIENCE

NOTE:

Work experience includes paid work, and voluntary work in the community.

Keep the list of your work experience short

Include your duties- what you were responsible for on a day to day basis and your achievements. Start your list with your most recent position first and work backwards.

Dates	Employer or Community Organisation /Church & Job title (List the name of the organisation that you worked for, either as a paid employee or as a volunteer community member. Include the title of the job that you had.)	Duties undertaken and achievements (List the duties and your achievements, so that the panel can see your experience)

SECTION 7: REFEREES

NOTE: Referees should be people who know your work well, preferably someone who you have worked with recently. This work can be paid or unpaid work in the community. You need to provide contact details. Make sure that you tell the referee that you have named them. You should tell them about the post that you have applied for and ask them if they are willing to be a referee. They may or may not be contacted by the selection panel, depending on the interviews and the other applicants.

Name:

Name:

Position:

Position:

Business Hours Telephone:

Business Hours Telephone:

After Hours Telephone:

After Hours Telephone:

Mobile:

Mobile:

Email address:

Email address

