

Curriculum Vitae – Preparation Form - LES Jobs Club.

Please Note

When presenting your Curriculum Vitae for typing you may be asked to produce some **form of Identification** to **confirm** your **Name, Address & Date of Birth.**
This is to alleviate any confusion when C.V.s are being collected.

Curriculum Vitae will **only be given** to the **individual who owns** the **C.V.**
on collection and **proof of I.D.** may be required again.

Office Use

Taken in by: _____ ID Seen: _____ PPS No _____

Date: _____ Call Back: _____ Morning Afternoon

PLEASE FILL IN THIS FORM USING BLOCK LETTERS ONLY

Area of Work that you are interested in : _____

Name: _____ ***Telephone:*** _____

Address: _____

_____ ***Date of Birth:*** _____

_____ ***Email:*** _____

Key Skills/Abilities (aspects about yourself that would impress potential employers) E.g. work well in a team...

Work History

<i>Year</i>	<i>Employer Name & Address</i>	<i>Position & Duties</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<i>Year</i>	<i>Employer Name & Address</i>	<i>Position & Duties</i>
_____	_____	_____
	_____	_____
	_____	_____
	_____	_____

<i>Year</i>	<i>Employer Name & Address</i>	<i>Position & Duties</i>
_____	_____	_____
	_____	_____
	_____	_____
	_____	_____

<i>Year</i>	<i>Employer Name & Address</i>	<i>Position & Duties</i>
_____	_____	_____
	_____	_____
	_____	_____
	_____	_____

<i>Year</i>	<i>Employer Name & Address</i>	<i>Position & Duties</i>
_____	_____	_____
	_____	_____
	_____	_____
	_____	_____

Education/Training

<i>Year</i>	<i>School/College</i>	<i>Name of Course / What did you study?</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voluntary Work

Year	Organisation Name & Address	Role & Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hobbies/Interests

Additional Information/Achievements e.g. First Aid Cert/Health & Safety etc.

Referees

Name:	_____	_____
Title:	_____	_____
Address:	_____	_____
	_____	_____
	_____	_____
Tel:	_____	_____

Any Other Information that you feel is important to go on your CV

