

# CV APPLICATION FORM

If you do not have an existing CV then please complete this form as thoroughly as possible, continuing on separate sheets if necessary. However, if you do already have an existing CV then you may prefer to simply submit a copy of this instead - or to complete only those sections which your CV does not already cover. Whatever you find easiest.

If you have any queries please do not hesitate to telephone our HelpLine on 0800 064 64 84.

The CV Centre is registered under the Data Protection Act 1998, No. Z7248720.

All information provided will therefore be treated strictly in accordance with this Act.

<b>Title:</b>	<b>Your Name:</b> (as you wish it to appear on your CV)
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<b>Address:</b>
<b>Town/City:</b>
<b>Post Code:</b>
<b>Country:</b>

<b>Tel (Home):</b>
<b>Tel (Work):</b>
<b>Mobile:</b>
<b>Email Address(es):</b>
<b>Fax:</b>

Do you want your work contact details to go on your CV?

Your Date of Birth:                    /                    /19

Mother Tongue/  
Native Language:

Please tick the reason below which best describes your need to have a CV prepared:

Aiming for promotion	<input type="checkbox"/>
Recently graduated	<input type="checkbox"/>
Planning a different career	<input type="checkbox"/>

New job after career break	<input type="checkbox"/>
Redundant/Unemployed	<input type="checkbox"/>
Recent school leaver	<input type="checkbox"/>

Do you Drive?

And hold a full, clean licence?

Are you a Qualified First Aider?

Are you a Trained Fire Marshal?

What times/days is it best for us to phone you if necessary?

## Education, Qualifications & Further Skills

### GCSE, CSE, O Level, Standard Grade or Equivalent Intermediate Level Examination Passes

Level	Subject	Grade	Date

### A, AS, S, NVQ, GNVQ or Equivalent Higher Level Examination Passes

Level	Subject	Grade	Date

### OND, HND, Degree, Master, PhD and other Professional/Vocational Qualifications and Memberships

Level	Subject	Grade	Date

Name and Location of university(ies)/institution(s) where attained, and Dates attended:

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Please list any computer packages and/or programming languages you can use, e.g. Excel, HTML, etc.

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Please list any languages you speak, besides English, and the level, i.e. Fluent, Conversational or Basic.

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Please list any interests and activities you have outside of work, e.g. Badminton, Cinema, DIY, etc.

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## Other Details

Give a brief description of yourself, highlighting what you consider to be your strengths and weaknesses, as well as your main characteristics, both as an employee and in your personal life.


Briefly describe your ideal career path from your next position. What are your professional ambitions and how do you intend to achieve them? What are you looking for in a new job?


**Additional Information:** Please detail here anything which you consider to be relevant but which has not been covered already, e.g. recent graduates may wish to detail their dissertation.


**Covering Letters/Additional Versions:** If you have ordered any covering letters to accompany your CV or any additional versions of your CV, then please detail your basic requirements for these here.


## Referees (optional service - please see order form)

### Professional or Academic:

<b>Name:</b>
<b>Address:</b>
<b>Town/City:</b>
<b>Post Code:</b>
<b>Country:</b>
<b>Tel:</b>
<b>Fax:</b>
<b>Email:</b>

### Personal or Academic:

<b>Name:</b>
<b>Address:</b>
<b>Town/City:</b>
<b>Post Code:</b>
<b>Country:</b>
<b>Tel:</b>
<b>Fax:</b>
<b>Email:</b>