

Information Sheet 3

CURRICULUM VITAE

1. PERSONAL DETAILS

Family Name (Surname):	
First Name:	
Middle Name (if any):	
Date of Birth:	
Nationality:	
Home Province:	
Home Village:	
Current Location: <i>(list where you currently live)</i>	
Gender: <i>(list Male or Female)</i>	
Telephone Contact Details: <i>(Include mobile, home and/or work. If you don't have your own phone, list the number of someone who can pass a message)</i>	
Email address <i>(list work and personal if relevant)</i>	

2. ACADEMIC QUALIFICATIONS

Date of Completion	Qualification	Educational Institution

3. TRAINING PROGRAMS COMPLETED

Date of Training	Certificate Awarded	Training Provider

4. PREVIOUS WORK EXPERIENCE

(Previous work experience may include paid employment or volunteer work with community or private sector organisations)

Date/period of employment	Job Title	Employer	Brief summary of main duties/responsibilities

**Add or delete rows to this table as required*

5. REFEREES

You are required to provide a minimum of two referees and one 'reserve' or 'back-up' that can be contacted in case one of the others is not available. If you are currently employed, one of your Referees must be your **current** Supervisor or Manager. If you are a student or graduate who is applying for entry to the Public Service, you may nominate a teacher or lecturer. It is okay to nominate a Referee from your Church or Community who can attest to your good character and any contribution you have made in this area.

Details of First Referee

Name:	
Position:	
Business hours telephone:	
Mobile phone:	
Email address:	
Relationship to Applicant: (i.e. Current Supervisor, Pastor etc)	

Details of Second Referee

Name:	
Position:	
Business hours telephone:	
Mobile phone:	
Email address:	
Relationship to Applicant: (i.e. Current Supervisor, Pastor etc)	

Details of Reserve Referee

Name:	
Position:	
Business hours telephone:	
Mobile phone:	
Email address:	
Relationship to Applicant: (i.e. Current Supervisor, Pastor etc)	

Important Note:

1. Please check with your Referees before nominating them to make sure they are willing and available to discuss your application if they are contacted. Also check to make sure their **contact details are current and correct**. If your Referees are not contactable, it may result in you being eliminated from the recruitment process.