



If you do not have a Curriculum Vitae (CV), completing the following pages will assist you in developing an effective CV. All questions should be attempted. Take time to get accurate information.

### **Personal Details**

Full Name:

Full Address:

Contact Number(s):

Email Address:

Current Role:

### **Educational Background or go straight to training and development**

#### University Education

Name of Degree obtained:

Name of University:

Date Started:

Date Finished:

Details and/or courses studied and results:

#### TAFE or other courses

Name of *Course 1* obtained:

Name of Institution:

Town/Suburb:

Date Started:

Date Finished:

Subjects studied and results:

*(If you have completed more than one course, please write additional details)*

**Professional Development Activities**

List the training courses you have completed including dates, length and where/by

Training Course	Date/Year	Length (Days/hours)	Where/By Whom (e.g. In-house)

*(If you have 'many' courses, please write additional details on a separate piece of paper. Remember to select the training courses most applicable to the job you are applying for when constructing your CV.)*

**Employment History**

Please think carefully and list your employment or work experience details, dealing with the most recent job first, i.e. in chronological order.

Current Role

Role Title:

Agency/Department:

Date Started:

Summary of the role:

(see Role Description)

Achievements or demonstrated abilities:

*The Last Role You Had*

Role Title:

Agency/Department:

Date Started:

Summary of the role:

(see Role Description)

Achievements or demonstrated abilities:

*The Role Before that etc*

Role Title:

Agency/Department:

Date Started:

Summary of the role:

(see Role Description)

Achievements or demonstrated abilities:

**Work Activities/Work Committee Involvement**

Have you been on any work committees or undertaken any work activities (e.g. OH&S representative or been a member of focus/reference groups)?

Yes:

No:

If you ticked yes, complete the following table to indicate the committees/activities, dates involved and what you did. Completing this table will provide you with additional information about your knowledge and skills:

Work Committees/Activities	Date of Involvement	What I did

**Community Activities/Community Committee Involvement**

Have you been on any community committees or undertaken any community activities (e.g. member of a sports club or school council committee, or coach of a sporting team)?

Yes:  No:

If you ticked yes, complete the following table to indicate the committees/activities, dates involved and what you did. Completing this table will provide you with additional information about your 'transferable' knowledge and skills:

Community Committees/Activities	Date of Involvement	What I did

**Professional Memberships**

Do you belong to any professional clubs or organisations?

Yes:  No:

If yes, list the organisations:

**Referees**

List the details of at least three referees.

Referee 1

Their Name:

Their Role, including organisation:

Contact Numbers:

Indicate what areas can they highlight about you?

## Referee 2

Their Name:

Their Role, including organisation:

Contact Numbers:

Indicate what areas can they highlight about you?

*(Remember to indicate if the contact number is business, after hours etc.)*

## Putting This Information Together

You most likely won't need to include all this information in a CV 'tailored' to a role you are applying for at this point in time, however, you have a valuable record that can be used time and time again, and added to with ease. In fact, I would encourage you to keep this up-to-date, by for example, adding in the on-going training courses you attend and by writing up achievements that occur in your current job immediately while they are fresh in your mind.

Commit to updating your CV every 3 months!