**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:*****(list where you currently live)*** |  |
| **Gender:*****(list Male or Female)*** |  |
| **Telephone Contact Details:*****(Include mobile, home and/or work. If you don’t have your own phone, list the number of someone who can pass a message)*** |  |
| **Email address*****(list work and personal if relevant)*** |  |

1. **ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Date of Completion** | **Qualification** | **Educational Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **TRAINING PROGRAMS COMPLETED**

|  |  |  |
| --- | --- | --- |
| **Date of Training** | **Certificate Awarded** | **Training Provider** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **PREVIOUS WORK EXPERIENCE**

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

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

*\*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.