Please prepare the following information:

# CONTACT DETAILS:

|  |  |
| --- | --- |
| **Name** |  |
| **Town/ City** |  |
| **Contact number** |  |
| **Email** |  |

# ABOUT YOURSELF:

**Please think of 10 skills you have, these can be those you have developed in your personal life as well as in previous jobs. You can use phrases like:**

* A friendly and approachable person, willing to help others
* A successful Warehouse Operative with over 5 years of experience
* Passionate about supporting others and making a difference

These will help us in supporting you with your Personal Profile and Key Skills sections of the C.V

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# Work History:

This is a really important part of any C.V and you are required to provide a full, complete work history dating back a minimum of 10 years with the most recent first. This must also include any gaps in your work history, for example, unemployment, full time parent or carer, gap year, travel etc.

Please complete the table below:

# N.B – If you are unsure of exact month, please use the year.

|  |  |
| --- | --- |
| **Dates to and from:**  | **Job title and Company:** |
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# Education/ Qualifications/ Certifications:

In chronological order (most recent first) please list all your education, qualifications and certifications

**N.B – DO NOT INCLUDE ANY COURSES THAT YOU FAILED OR DID NOT COMPLETE!**

|  |  |
| --- | --- |
| **Course / Certificate** | **Date** |
|  |  |
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