## GUIDELINE TO PREPARING A CV.

Candidate must present their work history/employment history and educational history in chronological order.

Make sure you can explain any gaps or breaks in your history.

Personal Details

**Surname:**

**First names:**

**ID number:**

**Nationality:**

**Contact Details:**

**Residential Area:**

**Email address:**

**Marital Status:**

**Drivers licence:**

**Notice Period:**

**Salary expectation:**

 **Educational Background**

**Name of School:**

**Grade completed:**

**Year:**

**Subjects:**

**Tertiary Qualifications**

**Name of Institution:**

**Degree/ Diploma/Certificate:**

**Dates (From start to completion)**

**Subjects:**

**Employment History**

(Start with the most recent position)

**Name of Company:**

**Period of Employment: to**

**Position Held:**

**Or Positions held: A)** *(Latest or most recent position held)*

 **B)** *(Previous)*

 **C)***(Previous)*

**Duties:** *(List of full duties and prepare in bullet format with short, concise sentences)*

**Software used:**

**Salary:**

**Benefits:**

**Reasons for leaving/wanting to leave:**

**Name of Referee:**

**Designation:**

**Contact Details:**