

# Curriculum Vitae

## Personal information

If you have any difficulties or would like some general guidance, you are advised to read the guide (Adobe .PDF format) which can be downloaded by clicking on this link: [http://www.euro-resource.co.uk/CV\\_Template\\_Instructions.pdf](http://www.euro-resource.co.uk/CV_Template_Instructions.pdf)

Your Surname(s):

Your First Name:

Home Address

Post Code:

Country:

Home Telephone:

Mobile:

May we call you at work? Yes/No:

When is the best time to contact you by phone?

Your Nationality/ies:

Date of birth (DD / MM / YYYY):

Age:

Gender (Male / Female):

Married / Single:

**Work experience** ( current or most recent employer first )

Dates (from – to)

Occupation or position held:

List the main activities, duties and responsibilities you have in this job:

Name, Address, Telephone number and any email used by the employer:

Type of business or sector:

Dates (from – to)

Occupation or position held:

List the main activities, duties and responsibilities you had in this job:

Name, Address, Telephone number and any email used by the employer:

Type of business or sector:

Dates (from – to)

Occupation or position held:

List the main activities, duties and responsibilities you had in this job:

Name, Address, Telephone number and any email used by the employer:

Type of business or sector

Dates (from – to)

Occupation or position held:

List the main activities, duties and responsibilities you had in this job:

Name, Address, Telephone number and any email used by the employer:

Type of business or sector:

## **Education and training**

Dates (from – to)

Title of qualification awarded

Principal subjects /

Occupational skills covered

Name and type of organisation  
providing education or training:

Level in national classification

Dates (from – to)

Title of qualification awarded

Principal subjects /

Occupational skills covered

Name and type of organisation  
providing education or training:

Level in national classification

Dates (from – to)

Title of qualification awarded

Principal subjects /

Occupational skills covered

Name and type of organisation  
providing education or training:

Level in national classification

## **Personal skills and competences**

Social skills and competences

Organisational skills and  
competences:

Technical skills and  
competences:

Computer skills and  
competences:

Other skills and competences:

Driving licence(s) held:

Any points / disqualifications?

How soon could you start work in Canada if a satisfactory job offer was made to you?

Do you have a Passport?  
If so, give the expiry date.

**Passport No.:**  
**Expiry Date :** DD / MM / YYYY

**Give the Names and Contact Details of at least 2 References:**

Include here any other information that may be relevant, for example: the company's name and address, the person to contact,, their email address and their telephone number.

Note: Your current employer will not be contacted without asking your permission FIRST.

This is requested ONLY after you have accepted an offer of a job.