

LIST OF INFORMATION **NEEDED TO DRAFT YOUR CV:**



PERSONAL INFORMATION

Full Names: _____ Identity Number: _____
Gender: _____ Nationality, if not South African: _____ Marital Status: _____
No. of Dependants: _____ Health: _____ Criminal Records?: _____ Driver's License? If yes, Code: _____
Home Language: _____ Other Languages: _____

SCHOOL

High School Name: _____ Highest Grade Passed: _____
Year completed: _____ Subjects (separated by ","): _____

TERTIARY EDUCATION AND OTHER COURSES / TRAINING

Institution: _____
Course: _____ Year completed: _____
Subjects, if need to be listed on your CV: _____

**Please use 2nd page if you have more items to list.*

CURRENT EMPLOYER, IF APPLICABLE

Name of Company: _____
Position: _____ Date Appointed: _____
Duties: _____

PREVIOUS WORK EXPERIENCE / EMPLOYER HISTORY

1. Name of Company: _____
Position: _____ Duration: _____
Reason for leaving: _____
Duties: _____

2. Name of Company: _____
Position: _____ Duration: _____
Reason for leaving: _____
Duties: _____

**Please use 2nd page if you have more items to list.*

INTERESTS:

ANY OTHER SKILLS YOU WOULD LIKE TO BE ON YOUR CV:

REFERENCES (most employers require at least 3 references, if you have previous work experience)

1. Company: _____

Name: _____ Contact Number: _____

2. Company: _____

Name: _____ Contact Number: _____

3. Company: _____

Name: _____ Contact Number: _____

***Please complete any other info here that needs to be on your CV:**

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