***Resumes/CV***

Your resume/CV should include the following information:

1. Details of any qualifications completed
2. Details of all employment during the 10 years before the application is lodged. Please include:
   1. Full legal name of employer (eg. company name or trading name, if known)
   2. Your position title
   3. The start and end date of your employment
   4. The tasks of your position
3. The name, title and contact details of referees (if any).

You may use the following template as a guide:

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| Resume  **PERSONAL INFORMATION**  Name:  DOB:  Address:  Tel/Mobile:  Email:  **WORK EXPERIENCE**  Dd/mm/yyyy – Present Employer:  Address:  Position:  Duties:  Dd/mm/yyyy - Dd/mm/yyyy Employer:  Address:  Position:  Duties:  **EDUCATION/QUALIFICATIONS**  Dd/mm/yyyy (Qualifications)  Dd/mm/yyyy (Qualifications)  Dd/mm/yyyy (Qualifications)  **ESSENTIAL SKILLS**  (describe)  **LANGUAGES**  Fluent in (list languages)  **REFEREES**  (name, position, company, contact number) |