

CV Questionnaire

Please complete as much of the questionnaire as possible. Once complete, please send a copy of the questionnaire to:
james@jamesharding.net

Title	Your Name:
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Address:
Town/City:
Post Code:
Country:

Tel (Home):
Tel (Work):
Mobile:
Email Address:

Education, Qualifications and Skills

Degree, A-Levels, GCSE, Certificates

Name and Location of School or College:			
Level	Subject	Grade	Date

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Please list any additional qualifications, certifications or training you have undertaken.

If you speak any other languages, please state these below together with your competency level.

Please state your I.T. abilities and the software packages you are competent in. E.G. Intermediate IT Ability with excellent knowledge of Microsoft Office.

Interests and extra activities outside of work.

Current or Last Employment Details:

Position Held:		
Employer's Name:		
Location:		
Employment Dates:	From:	To:
Job Description and Responsibilities:		

Previous Employment Details: (in chronological order)

Position Held:		
Employer's Name:		
Location:		
Employment Dates:	From:	To:
Job Description and Responsibilities:		

Position Held:		
Employer's Name:		
Location:		
Employment Dates:	From:	To:
Job Description and Responsibilities:		

Position Held:		
Employer's Name:		
Location:		
Employment Dates:	From:	To:
Job Description and Responsibilities:		

Position Held:		
Employer's Name:		
Location:		
Employment Dates:	From:	To:
Job Description and Responsibilities:		

Career Achievements:

Please list any major achievements you have made in your career.

E.G. Progressing from Sales Associate to Manager

Further Details:

Give a brief description of yourself, highlighting your strengths and weaknesses.

What type of job are you hoping to obtain from your new CV?

Any Additional Information:
