

CV Questionnaire

Instructions:

Please complete all Mandatory fields (grey cells) and as much additional info as possible. Remember the more information you give us the more accurate our job searches for you will be.

Please ensure that you do not change the field names (text in the first column of each table), and that you do not merge (join) any of the tables together as this will affect the automatic upload of this information into our database.

Further instruction on the type of information required for each field is provided in the right hand column of the table.

Thank you for taking the time to complete this form.

Personal Details		
First Names		
Surname		
Known As		
Title		Mr / Mrs / Miss / Ms / Dr
ID Number		
Date of Birth		dd/mm/yyyy
Nationality		
Gender		Male / Female
Race		
Marital Status		
No. of Dependents		E.g. 0, 1, 2, 3 etc
Drivers Licence		Yes / No
Own Car		Yes / No

Personal Contact Details		
Home		E.g. 011 1234567
Cell		
Work		
Fax		
Email		
Email 2		

Residential Address		
Street		
Suburb		
City		
Province		
Postal Code		
Country		

Postal Address		
Street / PO Box		
Suburb		
City		
Province		
Postal Code		
Country		

Other Contact Person(s)

Name	Relationship	Cell	Home	Work	Email

Employment Requirements

Job Title / Occupation		
Industry		E.g. IT, Building, Finance etc
Career Level		E.g. Student, Management, Professional, Executive etc
Job Type		Temp / Contract / Perm / Any
Part / Full Time		Part Time / Full Time / Either
Location		Where would you like to work?
Company Size		Indicate what size company you would prefer to work for.
Additional Info		Describe the type of work that you're looking for.
Availability		Immediate, Calendar Month etc

Remuneration

Current Salary		
Included Benefits		
Excluded Benefits		
Commission		
Bonus Incentives		
Expected Salary		
Expected Benefits		

Additional Info

Computer Skills		E.g. Excel, Word, Corel Draw. Elaborate if necessary: E.g. Excel – Advanced (7 yrs exp)
Skills		Career Orientated Skills E.g. Switchboard, Purchasing, Cash Books etc
Memberships		Professional Memberships
Languages		

Schooling	
Name of Institution	
Highest Std. Passed	
Date Completed	mm/yyyy or Current if incomplete
Subjects	
Leadership & Achievements	

Tertiary Qualification 1	
Name of Institution	
Qualification	
Location	
Date Completed	mm/yyyy or Current if incomplete
Course Duration	
Subjects	
Leadership & Achievements	

Tertiary Qualification 2	
Name of Institution	
Qualification	
Location	
Date Completed	mm/yyyy or Current if incomplete
Course Duration	
Subjects	
Leadership & Achievements	

Tertiary Qualification 3	
Name of Institution	
Qualification	
Location	
Date Completed	mm/yyyy or Current if incomplete
Course Duration	
Subjects	
Leadership & Achievements	

Additional Courses		
Course	Name of Institution	Date Completed (mm/yyyy or Current)

Employment History 1		
From Date		mm/yyyy
To Date		mm/yyyy or Current
Company Name		
Location		
Industry		E.g. IT, Building, Finance etc
Company Size		E.g. Small (10 Employees)
Nature of Business		Give a brief description of the Company.
Job Title		
Job Type		Temp / Contract / Perm / Any
Part / Full Time		Part Time / Full Time / Either
Salary		Salary + Benefits
Reason for leaving		
Referee / Superior		
Designation		
Contact Details		
Additional Comments		
Duties		

Employment History 2		
From Date		mm/yyyy
To Date		mm/yyyy or Current
Company Name		
Location		
Company Size		E.g. Small (10 Employees)
Industry		E.g. IT, Building, Finance etc
Nature of Business		Give a brief description of the Company.
Job Title		
Job Type		Temp / Contract / Perm / Any
Part / Full Time		Part Time / Full Time / Either
Salary		Salary + Benefits
Reason for leaving		
Referee / Superior		
Designation		
Contact Details		
Additional Comments		
Duties		

Employment History 3		
From Date		mm/yyyy
To Date		mm/yyyy or Current
Company Name		
Location		
Industry		E.g. IT, Building, Finance etc
Company Size		E.g. Small (10 Employees)
Nature of Business		Give a brief description of the Company.
Job Title		
Job Type		Temp / Contract / Perm / Any
Part / Full Time		Part Time / Full Time / Either
Salary		Salary + Benefits
Reason for leaving		

Referee / Superior		
Designation		
Contact Details		
Additional Comments		
Duties		

Employment History 4		
From Date		mm/yyyy
To Date		mm/yyyy or Current
Company Name		
Location		
Industry		E.g. IT, Building, Finance etc
Company Size		E.g. Small (10 Employees)
Nature of Business		Give a brief description of the Company.
Job Title		
Job Type		Temp / Contract / Perm / Any
Part / Full Time		Part Time / Full Time / Either
Salary		Salary + Benefits
Reason for leaving		
Referee / Superior		
Designation		
Contact Details		
Additional Comments		
Duties		

Employment History 5		
From Date		mm/yyyy
To Date		mm/yyyy or Current
Company Name		
Location		
Industry		E.g. IT, Building, Finance etc
Company Size		E.g. Small (10 Employees)
Nature of Business		Give a brief description of the Company.
Job Title		
Job Type		Temp / Contract / Perm / Any
Part / Full Time		Part Time / Full Time / Either
Salary		Salary + Benefits
Reason for leaving		
Referee / Superior		
Designation		
Contact Details		
Additional Comments		
Duties		