

## **SKILLED WORKERS - RESUME INSTRUCTIONS**

The format presented here must not be amended by applicants except to add additional information and only a printed A4 size resume is accepted. Dates must be stated as follows: 08 March 2012, not 03/08/2012; February 2013, or 02/2013.

Please place here a recently taken 2"x 2" photograph.

### **PERSONAL INFORMATION:**

Name : Your name must be stated as Family Name, First Name and Middle Name(s)  
Current Address :  
Mobile Number :  
e-mail Address :  
Age :  
Date of Birth :  
Civil Status :  
Gender :

### **POSITION APPLIED FOR:**

### **EDUCATION:**

#### **COLLEGE**

Diploma :  
Name of University :  
Full Address :  
Period Attended : From Month/Year to Month/Year  
Date of Graduation : Day/Month/Year

#### **SECONDARY**

Name of School :  
Full Address :  
Period Attended : From Month/Year to Month/Year

**ELEMENTARY**

Name of School

Full Address :

Period Attended : From Month/Year to Month/Year

**TRADE QUALIFICATIONS/TRAINING RECEIVED (MOST RECENT FIRST):**

This section must be very carefully completed in strict chronological order and can be expanded as required with multiple training experiences.

Name of qualification:

Length of course:

Date of completion: Day/Month/Year

Name of qualification:

Length of course:

Date of completion: Day/Month/Year

**NON-PROFESSIONAL CAR DRIVER'S LICENSE DETAILS (MANDATORY FOR ROOF TILERS AND LANDSCAPE GARDENERS):**

License No.:

Date of Issue: Day/Month/Year

Restrictions: 1, 2, A, B, for example.

**DETAILED EMPLOYMENT HISTORY (MOST RECENT FIRST):**

This section must be very carefully completed in strict chronological order and can be expanded as required with multiple employment experiences.

Name of Organization/Self Employed:

Full Address:

Job Title:

Employment Period (From Day/Month/Year to Day/Month/Year):

Name of Organization/Self Employed:

Full Address:

Job Title:

Employment Period (From Day/Month/Year to Day/Month/Year):

**OTHER INFORMATION TO SUPPORT YOUR APPLICATION:**