

CURRICULUM VITAE – TALLAGHT UNIVERSITY HOSPITAL

INSTRUCTIONS FOR COMPLETION

Please place
here a
recently
taken
professional
photograph

PERSONAL PROFILE

Name:
Address:
Contact Number:
E-mail:

EDUCATIONAL QUALIFICATIONS

List Educational qualifications here including:

Title of Qualification:
Name of University:
Full Address of University:
Languages Spoken:
Years of Study (e.g 2000 to 2004):

IELTS/OET STATUS

Name of Test:
Listening:
Reading:
Writing:
Speaking:
Date Test undertaken:

NMBI STATUS

Awaiting Decision Letter:
Date Decision Letter issued:
No action taken on NMBI:

PROFESSIONAL REGISTRATION

Name of Nursing Registration Organization:
Candidate Registration Number:
Date of Registration:

Duplicate above text if registered as a Nurse in more than one country/council.

WORK EXPERIENCE

This section of your resume must be very carefully completed. You must only include your hospital working experience, listing your most recent experience first.

Please note that nursing experiences gained through a volunteer, on-call, reliever role and the like, must not be included in this section.

Additionally, all non-nursing work experience must not be included in this section.

The full address of the hospital must be stated, including the country in which it is located.

Dates of employment:

Name of Hospital:

Hospital Bed Capacity:

Job Title/Designation:

Department/Ward Allocation:

List duties and responsibilities in bullet point format:

List here the precise positions held from (Day/Month/Year) to (Day/Month/Year) for each employment period.

For example:

Full-time position:

From – Present

Staff Nurse-ICU

From – To

Staff Nurse-Medical/Surgical

From – To

Rotating in Medical/Surgical; ER, etc.

Please check page 3 of the TUH advertisement on Chesham's website and provide the specific information requested (For example: the number of beds in an ICU Department; if you are working in a combined OR/Labor and Delivery Unit, the precise time spent on general OR procedures; for OR Nurses generally, you must state that you have scrub and circulatory experience, if that is factual).

For each individual hospital period of employment, please list your duties and responsibilities.

A contractual or probationary period can be mentioned in this section provided that such employment is recognized as full-time employment by the hospital and a reference check form and a verification of service form can be supplied to verify this.

Otherwise, that employment should not be mentioned in this section.

OVERSEAS NURSING EXPERIENCE: If you have worked as a nurse overseas, you will need to show that you had a valid license to practice in that host country.

GAPS IN EMPLOYMENT

Please list all gaps in employment here:

All non-hospital work experience be stated as follows, for example:

"21 March 2012 to 30 May 2013 Worked in the ABC call center". No period of time can be left unexplained.

For example, "21 June 2014 to 15 August 2014 - stayed at home to look after my sick grandmother".

Note:

This section must include the gap between the date of graduation and your first nursing job (volunteer, contractual, probationary).

Gaps between employments should also be placed here.

This section should also include nursing volunteer work which was not full-time.

This section should also include all non-nursing employment experiences.

This section should also include any periods of nurse training.

For example:

March 2011 - September 2011: Accepted a volunteer post at St. Luke's Hospital.

January - February 2011: Applied to various hospitals. While waiting, I attended various training seminars.

March - December 2010: Reviewed and Passed the Nurse Licensure examination; then registered with the PRC.

EMPLOYMENT REFERENCES

Name of Referee:

Organization:

Job Title:

Contact Number:

E-mail Address:

A nursing management/supervisory reference is required from each of your two most recent employers with full-time employment, including your current employer.

If you have had only one nursing employer, both nursing references should come from that employer.

DECLARATION

I hereby declare that this Curriculum Vitae is true and correct.

Date:

Location:

Name: