CANDIDATE NAME



**CONTACT DETAILS**

**Workplace Name, Job Title, and Location**  **Month/Year – Month/Year**

Clearly bullet point the main job responsibilities you have. Include extra–curricular activities you support with, and any additional duties you have.

If working at a school please make it clear the age groups and subject(s) you teach.

**Name of workplace:**

**Job title and name of referee:**

**Contact details:**

**Name of workplace:**

**Job title and name of referee:**

**Contact details:**

**REFERENCES**

**Telephone number:**

**Town and Country:**

**Your full name:**

**Email Address:**

**Workplace Name, Job Title, and Location**  **Month/Year – Month/Year**

Clearly bullet point the main job responsibilities you have. Include extra–curricular activities you support with, and any additional duties you have.

If working at a school please make it clear the age groups and subject(s) you teach.

**WORK EXPERIENCE**

**QUALIFICATION / CERTIFICATION**

**Dates of study:** Month/Year – Month/Year

**Place of study:**

**QUALIFICATION / CERTIFICATION**

**Dates of study:** Month/Year – Month/Year

**Place of study:**

**EDUCATION**

Write a brief overview on your teaching background, how you want to progress within your career, and exactly what you are looking for in your next job.

Feel free to briefly talk about you and your personality within this section.

Job Title / Specialism

**Professional profile photo**

**ABOUT**

**Key points to remember when creating your CV:**

* Don’t make your CV too long. You only need to include relevant information and it should not exceed 2-3 pages.
* List your employment history in reverse chronological order (where you would start by listing your most recent experience first).
* List 4 – 6 job duties in bullet points under each job.
* Do not forget to clearly state the subject(s) you teach and the age groups you teach under any teaching employment.
* There must not be any unexplained gaps in your employment history that exceed 3 months.
* Include all employment history in the last 10 years, or from when you left secondary school.
* Remember to date your qualifications and employment history using Month/Year – Month/Year format.
* Make sure your CV is neat and tidy.
* If your job title is a teacher, please ensure you clearly state this. Do not list yourself as an ‘educator’ or ‘instructor’ as these have different meanings in the UK education system.
* If you have any senior responsibilities at a school, such as a Head of Department, please remember to clearly state this as well.