

SACPCMP

CURRICULUM VITAE/ RESUME TEMPLATE

CONTACT DETAILS

In this section you have to include your full Names (with surname last) ,current house address, mobile number, landline number and your personal e-mail address.

- Full Name
 - Permanent address
 - Mobile number
 - Telephone number (landline)
 - E-mail address
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PERSONAL DETAILS

In this section you have to include your date of birth, place of birth (town and country), country of citizenship and gender

- Date of birth
 - Place of birth
 - Citizenship
 - Identity Number
 - Gender
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EDUCATIONAL QUALIFICATIONS

The academic details have to be in a tabulated format with respect to the degrees or diplomas that you would have attained. The latest degree or diploma should be listed first, followed by the attained qualification/s and henceforth going backwards. The tabulation must also include the following:

- Date qualification attained(month and year)
 - Name of Institution
 - Details of qualification
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PROFESSIONAL AFFILIATIONS AND AWARDS

In this section you are required to include membership of professional bodies that you are registered with, year of being registered and class of registration with the latest being first. If given any award that is of a professional nature, you should also detail what the award was on, by which institution and on what year it was.

PROFESSIONAL DEVELOPMENT

In this section you must list what you acquired as part of your Continuing Professional Development in a tabular format with the latest being listed first and so on. The tabular format should show the year, place and details of the training/ certification you acquired.

CAREER HISTORY/ WORK EXPERIENCE

*Work experience plays an important role in the assessment of your application hence the need for this to be well presented in the curriculum vitae/ resume in chronological sequence. You should begin with putting the name of the organisation you worked for, location (city and country) , list the most recent first, the duration you held the post and the title of your position. After this, you should in bulleted format narrate the responsibilities and achievements in the position you held. **You are also required to include as part of your CV submittal the project organogram that will clearly depict the position you held and this must be for the last four years.***

CONTACTABLE REFEREES

In this section you should include the name of the person you worked under, the position he/she held and full contact details. You should ensure that these are names of people who know you well and you are urged to inform them that you are placing their names as reference as Council reserves the right to call them for verification purposes.

NOhTE

- a) In the case of foreign qualifications, there must be a SAQA evaluation provided**
- b) Certified copies of identification document, relevant qualification certificates and professional registration must be provided**
- c) Council reserves the right to verify any information that is provided to it and to initiate any action it deems appropriate for any incorrect information.**