**Curriculum Vitae: Full Name**

Full address

Telephone number(s)

E-mail address (make sure it’s a professional e-mail!)

Provide a brief overview of yourself, your skills, where your interest in working with children/young people/adults with disabilities or additional needs came from and the role you are now seeking.

**Education**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Dates** | **Course/Grade** |
| **Name of university etc.**  **Location** | Month, year to Month, year | Subject grade |
| **Name of college etc.**  **Location** | Month, year to Month, year | Subject grade |
| **Secondary School**  **Location** | Month, year to Month, year | Summary of qualifications |
|  |  |  |

Add relevant in -house training, make sure you also include the date completed).

**Additional Qualifications / Courses**

* E.g. First Aid, Month and year
* E.g. Makaton Signing, levels 1-8, Month and year
* E.g. Manual Handling, Month and year

**Relevant Placement Experience**

Include dates as well as a description.

**Employment**

Start with the most recent and work backwards. Make sure you include start and finish **months** and years. Most important: Describe how did what you did in any of your roles, benefit the client or child you supported.

**Name of Organisation/Employer, location Job Title / Role**

**From (Month and Year) To (Month and Year)**

Description of your current or most recent job / role. If you have worked with one client, describe the children / clients / young people you have worked with – ages, what type of disabilities or additional needs, specific duties. Your CV will be sent to clients so make sure it is ‘family friendly and really describes what you do & how that benefits the child or client. This should be your **most recent position** – then work backwards. For confidentiality, don’t include client’s names for jobs with private clients, state private client and general area, e.g. London SW3, for example.

**Name of Organisation/Employer, location Job Title / Role  
From (Month and Year) To (Month and Year)**

Next most recent job. Write a description of your role, explain what you did highlighting relevant skills. Keep it professional but also allow your passion for working with people with disabilities shine through.

**Name of Organisation/Employer, location Job Title / Role**

**From (Month and Year) To (Month and Year)**

Next most recent job.

**Name of Organisation/Employer, location Job Title / Role**

**From (Month and Year) To (Month and Year)**

Other jobs – do in same format –need to add more jobs? Just copy and paste the above.

List all jobs you have worked in; it shows a good work ethic, and you may have gained some skills that are transferable. Explain any gaps. Elaborate on jobs that are relevant, just provide a brief summary for those that are not.

**Personal Interests, Voluntary Work**

Describe your interests and hobbies, and any voluntary work. If you drive are a car driver, owner, if you can drive an adapted vehicle. If you have a current DBS and are on the Update Service etc.