CV Questionnaire

**Instruction:** In the interest of preparing you a high quality and detailed CV, please answer the questions the best you can.

If you have an existing CV, you can choose to enter all information that compliment your CV and skip the sections that are already included in it.

**All information you provide is treated in the strictest confidence.**

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| **Please copy and paste the job advertisements of the positions that you intend on applying for, or tell us what kind of teaching job you are looking for.** |

**Personal Details**

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| --- | --- | --- |
| **First Name:** | **Last Name:** |  |
| **Address:** | | **Phone:** |
| **Town/City:** | | **Mobile:** |
| **Post Code:** | | **Email:** |
| **Country:** | |  |

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| **Are you a qualified teacher?** |  |
| **Are you provisionally registered or fully registered?** |  |
| **Do you hold a full clean driver’s license?** |  |
| **Do you have a current first aid certificate?** |  |

**Education**

**Tertiary qualifications (i.e. Degree, Diploma, or other equivalent qualifications)**

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| --- | --- | --- | --- |
| **Name of institution** | **Qualifications obtained** | **Month and year started** | **Month and year graduated** |
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**Secondary school and other qualifications**

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| **Name of institution** | **Qualifications obtained** | **Month and year started** | **Month and year graduated** |
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**List PD (professional development) programmes you have attended (please give details of courses taken and of any certificates awarded)**

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**Employment History**

**Please start with the most recent one.**

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| **Position Held:** | | |
| **Employer’s Name:** | | |
| **Location:** | | |
| **Employment Dates:** | **From:** | **To:** |
| **What did you do in this job?**  Describe your responsibilities briefly and what you did on a day to day basis. Write down anything that comes to mind. | | |
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| **What were your main achievements?**  (Things you did that you were proud of, shown initiative, given any extra responsibility, received praise about something, using your expertise to help with the business, etc.). | | |
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| --- | --- | --- |
| **Position Held:** | | |
| **Employer’s Name:** | | |
| **Location:** | | |
| **Employment Dates:** | **From:** | **To:** |
| **What did you do in this job?**  Describe your responsibilities briefly and what you did on a day to day basis. Write down anything that comes to mind. | | |
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| **Position Held:** | | |
| **Employer’s Name:** | | |
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| **Employment Dates:** | **From:** | **To:** |
| **What did you do in this job?**  Describe your responsibilities briefly and what you did on a day to day basis. Write down anything that comes to mind. | | |
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| **What were your main achievements?**  (Things you did that you were proud of, shown initiative, given any extra responsibility, received praise about something, using your expertise to help with the business, etc.). | | |
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**Practicum Placements (Complete if you are a new graduate)**

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| **Practicum** | **Age Group** | **Duration** | **Centre** | **Focus** |
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| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
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**Skills**

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| **Teaching expertise (Please list at least 5):**  What teaching areas are you good at? I.e. writing learning stories, building parent-teacher relationship, behaviour management, planning, motivating learning, learning theories, special education, multicultural education, etc. |

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| **Please list any languages you speak and state the level e.g. fluent, basic etc.** |

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| **Please list the computer skills e.g. Microsoft Word and competency level e.g. basic, intermediate or advanced.** |

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| **Interests and extra activities outside of work e.g. swimming, reading, playing music instruments, volunteering, etc.** |

**Further Details:**

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| **Give a brief description of yourself, highlighting your strengths. In addition, list your many characteristics as both an employee and in your personal life.** |
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| **Additional Information: Please detail any other information you consider to be relevant/important which has not already been covered, or if you have any specific requests:** |
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**Thank you for completing this form. You are now a step closer to receiving your new and improved CV!**