

CURRICULUM VITAE (INSERT NAME)

Personal Statement & Key Achievements

Please include details about the work you enjoy, your achievements within the classroom, include details of the kind of work you are looking for and what you can bring to the role. Make sure its concise and no more than a paragraph long.

Education & Qualifications

Outline the qualifications you hold and the dates attained (start with the most recent attained), for example:

Sept 13 – Jul 14	University PGCE (Primary) 2.1 (or relevant teaching qualification)
Sept 13 – Jul 14	University BA Hons (Subject) 2.1 (or relevant degree qualification)
Sept 13 – Jul 14	College A-Levels – Maths (A), English (B), Science (C) and so on
Sept 13 – Jul 14	Secondary GCSEs – Maths (A), English (B), Science (C) and so on

Working History

Start from the most recent position held (include specific details of the position you are currently in) and work back as the jobs get older the description should become less. Split it into a teaching and non-teaching section if there is lots of information. The teaching information should ne in-depth, but, concise.

TEACHING

Sept 13 – Jul 14	SCHOOL NAME POSITION SCHOOL DESCRIPTION (e.g. City/County/Pupils on role) KEY RESPONSABILITES (ONLY FOR TEACHING ROLES)
------------------	--

NON-TEACHING

Sept 13 – Jul 14

COMPANY NAME

JOB TITLE

KEY RESPONSABILITES (ONLY FOR TEACHING ROLES OR IF RELEVANT TO THE EDUCATION SECTOR)

Hobbies

Outline your interests be specific and keep details to a minimum, anything extracurricular is always of interest.

References

Should be two recent referees i.e. your current head and deputy or your current employer and a previous employer – you should try to cover a full 2 years. Ensure you give their name, position, organisation name and address, contact number and address if possible.