



# Candidate Curriculum Vitae

## Personal Detail

|  |  |
|--|--|
| Surname:<br>Name:<br>Title:<br>ID Number:<br>Gender:<br>Race:<br>Nationality:<br>Drivers License:<br>Marital status:<br>Criminal record: |  |
|--|--|

## Education – Secondary Schooling

|  |  |
|--|--|
| Last School Attended:<br>Year:<br>Highest Qualification:<br>Subjects:<br>Achievements: |  |
|--|--|

## Education – Tertiary

|  |  |
|--|--|
| Qualification:<br>Year:<br>Institution:<br>Subjects: |  |
| Qualification:<br>Year:<br>Institution:<br>Subjects: |  |
| Qualification:<br>Year:<br>Institution:<br>Subjects: |  |

## Courses Attended – (Certificates / Seminars / Internal Training)

| Year | Duration | Course | Institution |
|------|----------|--------|-------------|
|      |          |        |             |



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## Skills Matrix

| 1. Had appropriate training only       | 2. Limited practical experience | 3. Solid experience  | 4. Well versed, extensive experience . | 5. Expert, extensive experience |
|--|---------------------------------|----------------------|--|---------------------------------|
| Type of Experience / Computer literacy |                                 | Experience in months | Date last used                         | Skills level                    |
|  |                                 |                      |  |                                 |

## Work Experience (Last 5 positions – starting with the latest position)

|   |  |
|---|--|
| Period:<br>Name of Company:<br>Position held:<br>Duties:<br>Reason for leaving: |  |
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## Additional Information

|   |  |
|---|--|
| Notice / Availability:<br>Current Salary / Rate:<br>Fringe benefits:<br>Other / comments: |  |
|---|--|

## References

|   |  |
|---|--|
| Referent 1<br>Company name:<br>Referent name:<br>Position of referent:<br>Referent contact no.: |  |
| Referent 2<br>Company name:<br>Referent name:<br>Position of referent:<br>Referent contact no.: |  |
| Referent 3<br>Company name:<br>Referent name:<br>Position of referent:<br>Referent contact no.: |  |
| Referent 4<br>Company name:<br>Referent name:<br>Position of referent:<br>Referent contact no.: |  |