

Curriculum Vitae Guidelines

The following guidelines will help you to prepare an application, which provides essential and accurate information to assist Tai Poutini Polytechnic in its selection process.

It is suggested that your application includes a covering letter, in which you briefly outline the reasons why you consider you meet each of the critical factors of the Person Specification and Job Description.

This application form requests personal information, including referee details that would usually be found also in your CV. Please ensure that you complete the application form in full and submit it, together with your CV.

Please do not bind your CV nor present it in a “clear file”. Where specific documents are requested, verified copies only should be provided. Please do **not** send original documents.

The following headings are areas you may wish to cover in your CV.

- 1. Qualifications:** List your most recent qualifications first, giving the qualification name, the institution from which it was obtained, and the date awarded. Draw attention to the qualifications you think would be most relevant to the position for which you are applying.
- 2. Training:** List any training you have received on or off the job which is relevant to the position.
- 3. Work Experience (paid):** List your most recent position first and work backwards in time. Give the name of your employer, the job title, the title of the position to which you reported, your key achievements in the position, and your reason for leaving.

Emphasise the experience and skills you gained that are relevant to the position for which you are applying.

- 4. Community/Family Experience (unpaid):** Outline any community or family experience you have had that is relevant to the position for which you are applying. Briefly outline what you did and what skills you have gained.
- 5. Interests:** List interests, hobbies, club membership, sporting activities, church activities, etc.
- 6. General:** Any other relevant information you may wish to provide.