

CURRICULUM VITAE

The format presented here must not be amended by applicants, except to add additional information and only a printed A4 size resume is accepted.

Please ensure that you maintain the 'Calibri 11' font style and size for all text.

Please mark all non-applicable items 'N/A'.

Dates must be stated as follows: 08 March 2012, not March 08, 2012, not 03/08/2012; not March 2012, not 03/2012.

Insert
Candidate
Picture
Here

Name:
Address:
Contact Number:
Email:

Your name must be stated precisely as on your passport - Family Name, First Name and Middle Name (s). Your address must also end with Philippines.

Educational Qualifications

List Educational qualifications here including:

Title of Qualification:
University:
Institution:
Language:
Years of Study (e.g 2000 to 2005)

If you have taken more than 4 years to complete your nursing qualification, please indicate in this section the reason why.

For University details, please provide the name only, followed by "Philippines".

IELTs/OET Status

Listening:
Reading:
Writing:
Speaking:
Date DD/MM/YYYY

Please write all of the individual scores and the overall score if you possess an IELTS. For OET results, please state these in alphabetical format only. The date of release must be stated as follows: 08 March 2012, not 03/08/2012; February 2013, not 02/2013.

Professional Registration

List Nursing Registration Council, Candidate Registration Number and Date of Registration

Please do not enter in this section any other license or certification such as IV, ALS, etc.

The date of registration must be stated as follows: 08 March 2012, not 03/08/2012.

If you possess a nursing registration from another country, please also list it in this section.

Employment/Work Experience

List employment experience here for each previous employment:

Dates of employment:

Name of Hospital:

City/State:

Bed Capacity:

Job Title/Designation:

Department/Ward Allocation:

List duties and responsibilities in bullet point format:

This section of your resume must be very carefully completed. You must only include your hospital working experience, listing your most recent experience first.

For the hospital name, please provide the name only.

Please note that nursing experiences gained through a volunteer, on-call, reliever role and the like, must not be included in this section.

Additionally, all non-nursing work experience must not be included in this section.

List here the precise positions held from (Day/Month/Year) to (Day/Month/Year) for each employment period.

For example:

Full-time position:

From – Present

Staff Nurse-ICU

From – To

Staff Nurse-Medical/Surgical

From – To

Rotating in Medical/Surgical; ER, etc.

A contractual or probationary period can be mentioned in this section provided that such employment is recognized as full-time employment by the hospital and a reference check form and a verification of service form can be supplied to verify this.

Otherwise, that employment should not be mentioned in this section.

OVERSEAS NURSING EXPERIENCE: If you have worked as a nurse overseas, you will need to show that you had a valid license to practice in that host country.

Gaps in Employment

Please list all gaps in employment here:

All non-hospital work experience be stated as follows, for example:
"21 March 2012 to 30 May 2013 Worked in the ABC call center". No period of time can be left unexplained.

For example, "21 June 2014 to 15 August 2014 - stayed at home to look after my sick grandmother".

Note:

This section must include the gap between the date of graduation and your first nursing job (volunteer, contractual, probationary).

Gaps between employments should also be placed here.

This section should also include nursing volunteer work which was not full-time.

This section should also include all non-nursing employment experiences.

This section should also include any periods of nurse training.

For example:

**March 2011 - September 2011: Accepted a volunteer post at St. Luke's Hospital.
January - February 2011: Applied to various hospitals. While waiting, I attended various training seminars.**

March - December 2010: Reviewed and Passed the Nurse Licensure examination; then registered with the PRC.

Personal Profile

Date of birth :
Gender :
Marital status :
Nationality :
Languages known:
Personal Interests:
Passport no :
Date of issue :
Place of issue :
Date of expiry :

Your passport must have a validity of at least 2 years at the time of application.

Otherwise, you must book the earliest DFA appointment available to schedule the renewal of your passport, to avoid any delay in your departure.

Employment References

List employment references:

Name:

Organisation:

Job Title:

Contact Number:

A nursing management/supervisory reference is required from each of your two most recent employers with full-time employment, including your current employer.

If you have had only one nursing employer, both nursing references should come from that employer.

Declaration

I hereby declare that this Curriculum Vitae is true and correct.

DATE:

LOCATION:

NAME:

PLEASE NOTE THAT THE AUTHENTICITY OF THE INFORMATION YOU PROVIDE TO CHESHAM AS PART OF YOUR APPLICATION, INCLUDING INFORMATION PLACED IN YOUR RESUME AND SUBSEQUENT INFORMATION PROVIDED RELATING TO YOUR PREVIOUS RECORD ON SICK DAYS TAKEN AND ANY DISCIPLINARY ACTION TO WHICH YOU WERE SUBJECT, WILL ALL FORM PART OF CHESHAM'S EVALUATION OF YOUR APPLICATION. THEREFORE, IT IS IMPERATIVE THAT YOU BE FULLY TRANSPARENT FROM THE START OF YOUR APPLICATION, IN ORDER TO PREVENT ITS LATER TERMINATION

REF: CRI/DFR//MO/CV/INS/10 AUGUST 2021