

HSE SOCIAL WORKER - RESUME INSTRUCTIONS

The format presented here must not be amended by applicants except to add additional information and only a printed A4 size resume is accepted. Dates must be stated as follows: 08 March 2012, not 03/08/2012; February 2013, or 02/2013.

Please place here a recently taken 2"x 2" professional photograph.

PERSONAL INFORMATION:

Name :
Current Address :
Mobile Number :
E-mail Address :
Skype ID :
Age :
Date of Birth :
Civil Status :
Sex :

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

EDUCATION:

MASTER'S

Degree :
Name of University :
Full Address :
Period Attended : From Month/Year to Month/Year
Date of Graduation : Day/Month/Year

If you have begun, but not completed a Master's Degree, the number of units earned must be stated. If none - delete this section.

COLLEGE

Diploma :
Name of University :
Full Address :
Period Attended : From Month/Year to Month/Year
Date of Graduation : Day/Month/Year

Every educational institution you have attended for your Elementary, High School and College must be listed in this section. Please add additional sections as required, for example, a Doctorate or an additional Elementary school, etc.

SECONDARY

Name of School :
Full Address :
Period Attended : From Month/Year to Month/Year

ELEMENTARY

Name of School :
Full Address :
Period Attended : From Month/Year to Month/Year

PHILIPPINE PROFESSIONAL REGULATION COMMISSION - LICENSE DETAILS:

License Number:

Date of Issue:

CORU - REGISTRATION DETAILS:

Registration Number:

Date of Issue:

Steps being taken towards CORU registration/Current status of application:

PRECISE DETAILS OF SPECIFIC PRACTICE PLACEMENTS UNDERTAKEN, INCLUDING NUMBER OF HOURS PER PLACEMENT:

You must state the actual number of hours for each placement.

DETAILED EMPLOYMENT HISTORY (MOST RECENT FIRST):

This section of your resume must be very carefully completed and must include the full period of your professional employment in strict chronological order.

Your application will not be helped by the inclusion in your resume of generic or 'copy- pasted' descriptions of your employing organization, its structure, your job description and/or your duties & responsibilities, etc. This highly-visible, highly-rewarding and life-changing opportunity demands the presentation of a detailed resume which accurately portrays **your actual work environment, responsibilities and experience**, which will be subject to review and confirmation in a series of future potential interviews and reference checks.

Your resume must clearly indicate if you are currently working and any gaps in employment must be explained.

This section must also include 3-4 lines describing the precise services which each organization provides. If a hospital is involved, the number of authorized beds and any international accreditation must be mentioned, such as JCIA/ISO, etc.

Each employment experience must also include an overview of the team, the reporting structure, collaboration with other multi-disciplinary team members, and a brief description of the client group/caseload.

Please ensure that any organization named on your resume in a Philippine language is also stated in English.

Name of Organization:

Full Address:

Job Title:

Employment Period: (From Day/Month/Year to Day/Month/Year or to present):

Precise duties and responsibilities undertaken:

FURTHER INFORMATION TO SUPPORT YOUR APPLICATION:

This section should provide information regarding your report writing skills, your social worker skills and the extent of your individual work and group work experience, together with any additional relevant information you may wish to provide, such as confirmation of your membership in the Philippine Association of Social Workers and other professional associations, possession of a Philippine car driver's license, etc.