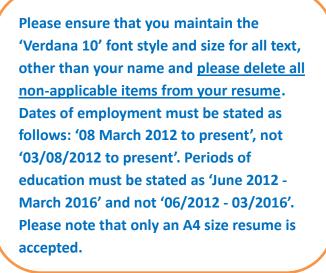
CHESHAM RECRUITMENT INC.

UNIQUE FITOUT -INSTRUCTIONS FOR RESUME COMPLETION



Please place here a recently taken, original colored photograph, with a white background,

PLEASE SPECIFY THE POSITION BEING APPLIED FOR

PERSONAL INFORMATION

Current Address: Mobile Number: E-mail Address: Skype ID: Date of Birth: Civil Status: Gender: Your name must be stated, centered, at the top of the page in 'Verdana 14' font, in block capitals and must be precisely as that stated in your passport - Family Name, First Name and Middle Name(s).

EDUCATION

COLLEGE

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

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

ADDITIONAL RELEVANT TECHNICAL QUALIFICATION OR TRAINING CERTIFICATION

State here the precise name of the technical qualification and/or training certification. You must also state the length of the technical course or training **in months** and the date of graduation/issuance of certification.

WORK HISTORY – START WITH THE MOST RECENT

Name of Employer: Full Address: Job Title: Period of Employment: (From DD/MM/YY to DD/MM/YY) Brief summary of work performed:

Name of Employer: Full Address: Job Title: Period of Employment: (From DD/MM/YY to DD/MM/YY) Brief summary of work performed:

Name of Employer: Full Address: Job Title: Period of Employment: (From DD/MM/YY to DD/MM/YY) Brief summary of work performed:

DELETE ANY OF THE ABOVE SECTIONS WHICH ARE NOT BEING UTILIZED

GAPS IN EMPLOYMENT HISTORY GREATER THAN SIX MONTHS - EXPLANATION

DETAILS OF ANY ADDITIONAL INFORMATION/TRAINING/EXPERIENCE TO SUPPORT YOUR APPLICATION

NON-PROFESSIONAL DRIVER'S LICENSE (WHERE APPLICABLE)

License No.: Date of Expiry: (Day/Month/Year) Restrictions (1, 2, A, B etc.)

PROFESSIONAL REFERENCES

Name: Job Title: Name of Organization: Mobile No.: E-mail Address:

WHO HAVE <u>OVERSEEN OR SUPERVISED</u> YOUR WORK. THEY CANNOT BE FROM PEER WORK COLLEAGUES. AN E-MAIL ADDRESS IS MANDATORY

REFERENCES MUST BE FROM INDIVIDUALS

Name: Job Title: Name of Organization: Mobile No.: E-mail Address:

> PLEASE DO NOT LEAVE LARGE BLANK SPACES BETWEEN THE VARIOUS SECTIONS OF YOUR RESUME. PLEASE MAKE SURE TO EDIT YOUR RESUME PROFESSONALLY, BEFORE SUBMISSION.

IMPORTANT NOTE REGARDING THE AUTHENTICITY OF THE INFORMATION YOU PLACE ON YOUR RESUME:

Please note that any significant information placed on your resume which is subsequently determined not to be an authentic and accurate representation of your qualifications, your precise training or your precise experience, will result in the immediate cancellation of your application.