

CURRICULUM VITAE – TALLAGHT UNIVERSITY HOSPITAL
INSTRUCTIONS FOR COMPLETION

Please place here a
recently taken
professional
photograph

Personal Profile

Candidate Name:
Current Residential Address:
Phone Number:
Email:
Passport number:
Date of expiry:

Educational Qualifications

Title of Qualification:
University:
Institution:
Language:
Months & Years of Study (e.g. 08/2000 to 09/2004):

**Duplicate above text if more than 1 qualification, e.g. diploma and degree*

IELTs/OET Status

Listening:
Reading:
Writing:
Speaking:
Exam Date:

Professional Registration

Nursing Registration Council:
Candidate Registration Number:
Date of Initial Registration:

**Duplicate above text if registered as Nurse in more than one country/council*

Employment/Work Experience

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

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.

The full address of the hospital must be stated, including the country in which it is located.

Dates of employment (current employer):

Name of Hospital:

City/State and Country:

Hospital Bed Capacity:

Job Title/Designation:

Department/Ward Allocation:

Duties and responsibilities:

-
-
-

Dates of employment (previous employer):

Name of Hospital:

City/State and Country:

Hospital Bed Capacity:

Job Title/Designation:

Department/Ward Allocation:

Duties and responsibilities:

-
-
-

**Duplicate above text if more than one previous employer*

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.

Please check page 3 of the TUH advertisement on Chesham's website and provide the specific information requested (For example: the number of beds ⁱⁿ an ICU Department; if you are working in a combined OR/Labor and Delivery Unit, the precise time spent on general OR procedures; for OR Nurses generally, you must state that you have scrub and circulatory experience, if that is factual).

For Medical-Surgical applicants, evidence must be provided of actual medical or surgical cases managed, as the vacancy in TUH is either Medical or Surgical and not a combination of both roles.

For each individual hospital period of employment, please list your duties and responsibilities.

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

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.

Day/Month/Year from – Day/Month/Year to:

Reason:

Day/Month/Year from – Day/Month/Year to:

Reason:

Employment References

Current Employment Referee Name:

Organisation Name:

Referee Job Title:

Referee Work Phone Number:

Referee Work Email Address:

Previous Employment Referee Name:

Organisation Name:

Referee Job Title:

Referee Work Phone Number:

Referee Work Email Address:

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 (Box must be ticked)

I acknowledge that, should it arise at a later date that I have not been truthful in my application, I have omitted relevant information from my CV, or I have sought the assistance of an external party at any stage of my application without Cpl's knowledge or permission, I am aware this could result in any potential job offer being rescinded ☐

Date:

Current Location:

Candidate Signature: