

## CHESHAM RESUME INSTRUCTIONS - ENGLISH CORNER

**\*\*\*PLEASE PLACE YOUR FULL NAME HERE AS STATED IN YOUR PASSPORT\*\*\***

Please ensure that you maintain the 'Verdana 10' font style and size for all text, other than your name and please delete all non-applicable/unused items from your resume before you submit it. Dates of employment MUST be stated as follows: '08 March 2012', not March 08 2012 or 03/08/2012'. Periods of education must be stated as 'June 2012 - March 2016' and not '06/2012 - 03/2016'. Please note that only an A4 size resume is accepted.

Please place here a recently taken, original colored photograph, measuring 4.3cm x 4.3cm, with a white background, with a white shirt, tie and black jacket (for males), and with a white collared blouse and black jacket, with the blouse collar placed outside of the jacket collar, with hair tied up in a bun (for females).

### PERSONAL INFORMATION

Current Address:

Mobile Number: **Mandatory**

WhatsApp Number: **Mandatory**

E-mail Address: **Mandatory (Must be a personal e-mail address - not work related)**

MS Teams display name: **Mandatory**

Date of Birth:

Civil Status:

Gender:

### EDUCATION

If you have begun, but not have not yet completed a higher educational course, such as a Master's Degree, or you do not yet have the Degree in hand this must NOT be placed on your resume.

ADDITIONAL COMPLETED EDUCATIONAL QUALIFICATIONS, OTHER THAN THOSE PLACED IN THIS SECTION MUST BE PLACED IN THE 'ADDITIONAL QUALIFICATIONS' SECTION, BELOW.

## MASTER'S DEGREE

Degree:

University: **(DELETE THIS SECTION IF YOU DO NOT POSSESS A MASTER'S DEGREE)**

Full Address:

Period Attended: From Month/Year to Month/Year

Date of Graduation: Day/Month/Year

## COLLEGE

Diploma:

Name of University:

Full Address:

Period Attended: From Month/Year to Month/Year

Date of Graduation: Day/Month/Year

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

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

Name of School:

Full Address:

Period Attended: From Month/Year to Month/Year

**Note:**  
**EVERY educational institution you have attended for your University, High School and Elementary School education must be placed in this section.**

**DELETE ANY UNUSED SECTIONS.**

**DELETE ANY SECTIONS ABOVE WHICH ARE NOT UTILIZED**

## ADDITIONAL INTERNATIONALLY RECOGNIZED QUALIFICATIONS/CERTIFICATION

**THIS SECTION IS RESERVED FOR INTERNATIONALLY RECOGNIZED EDUCATIONAL QUALIFICATIONS/CERTIFICATIONS SUCH AS TESOL, TEFL, ETC. AND FOR CERTIFICATION OF A COMPLETED FORMAL JAPANESE LANGUAGE COURSE.**

**PLEASE ENTER THE SPECIFIC COURSE TITLE, THE PRECISE DURATION OF THE COURSE AND THE DATE OF COMPLETION.**

**WE DO NOT REQUIRE ANY LOCAL SEMINAR/CONFERENCE ATTENDANCES OR ANY LOCAL RECOGNITION CERTIFICATES TO BE PLACED IN THIS SECTION.**

## TEACHER LICENSE/DRIVER'S LICENSE

### PROFESSIONAL TEACHER LICENSE

No.:

Date of Issue: (Day/Month/Year)

## WORK HISTORY FROM THE PRESENT DATE DOWN TO THE DATE OF GRADUATION

Name of Employer: **(The school name and complete address must be provided).**

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:

Name of Employer:

Full Address:

Job Title:

Period of Employment: (From DD/MM/YY to DD/MM/YY)

Brief summary of work performed:

For each English language teaching experience listed, you must provide a 'brief summary of work performed' which must include the number of hours actually spent each day teaching English, together with a clear indication of the nationalities and ages of the students taught (not grades) and whether your experience was classroom, one-on-one or online based. Other non-teaching employment experiences must also be included in this section.

**ANY GAPS SINCE GRADUATION GREATER THAN 6 MONTHS MUST BE EXPLAINED, TOGETHER WITH ANY GAPS IN EMPLOYMENT GREATER THAN 6 MONTHS.**

**PLEASE ENSURE THAT YOU DELETE ALL SECTIONS WHICH ARE NOT BEING UTILIZED!**

## PROFESSIONAL REFERENCES

Name:

Title:

Name of Organization:

Mobile No.:

E-mail Address:

**WE REQUIRE TWO PROFESSIONAL REFERENCES.**

**YOUR REFERENCES MUST BE FROM THE WORK HISTORY PLACED ON YOUR RESUME AND MUST BE FROM AN INDIVIDUAL WHO SUPERVISES OR HAS SUPERVISED YOUR WORK.**

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

**PLEASE DO NOT LEAVE LARGE BLANK SPACES  
BETWEEN THE VARIOUS SECTIONS OF YOUR RESUME OR NON-  
ORTHODOX SPACES BETWEEN WORDS.  
PLEASE EDIT YOUR RESUME PROFESSIONALLY, BEFORE YOU  
SUBMIT IT!**

**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.ec**

Ref: cri/ec/dfr/wfr-i/March 2026