

GUIDELINES FOR WRITING YOUR CV

PERSONAL DETAILS

- Name
- Date of birth
- Gender
- Nationality
- Marital status
- Religion/Sect (e. g. Muslim/Sunni)
- Passport Details (pls. attach a copy)

LICENSE DETAILS

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|-------------------------------------|--|
| Complete address of Licensing Body: | |
| Professional Status: | |
| License/Registration Number: | |
| Registration Date: | |
| Validity/Expiry Date: | |

EDUCATION/QUALIFICATIONS

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|-------------------------|--|
| Qualification Attained: | |
| Date Course Completed: | |
| Name of Institute: | |
| Complete Address: | |

REFEREES – names, job titles, and hospital address or fax numbers of 2 senior nurses (not Doctors). Your referees must all be at least a Head Nurse, 1 from previous employer and 1 from current employer.

WORK HISTORY – information to be included for each and every nursing position held – please ensure there are NO chronological gaps in your CV.

- Duration of position - **from month and year** – **to month and year**
- Brief description of hospital – Number of beds? Public or private? Teaching hospital? General hospital? What tertiary services? Acute? Trauma centre?
- Description of unit/ward – bed numbers, case mix, types of patients cared for, Patient/Nurse Ratio, work volume.
- Your duties/responsibilities – what is your position/title? Reporting to whom? Are you full time or part time? Competencies gained? Special equipment used?
- Describe any managerial experience you have - how many employees did you supervise? On what shifts?
- If you are a Midwife – numbers of deliveries – personally and in the entire hospital per month, what type of deliveries? If you are a rotating Midwife - to what areas, how often?
- If you are an OR nurse - how many theatres in the hospital? Do you scrub, circulate, recovery, anesthetics? What lists do you do? Throughput of the theatres?
- If your work is part time or casual – how many hours per week?