**DETAILS FORM**

If you already have a CV, resume or other documents containing the requested information, you can save time by sending us these documents. Simply upload directly via the 'Your Account' page!

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| **Email** |  |

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| --- | --- |
| **Title** |  |

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| --- | --- |
| **First Name** |  |

|  |  |
| --- | --- |
| **Surname** |  |

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| --- | --- |
| **Address Line 1** |  |

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| --- | --- |
| **Address Line 2** |  |

|  |  |
| --- | --- |
| **Town** |  |

|  |  |
| --- | --- |
| **Post / Zip Code** |  |

|  |  |
| --- | --- |
| **Country** |  |

|  |  |
| --- | --- |
| **Telephone Number** |  |

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| --- | --- |
| **Mobile Number** |  |

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| --- | --- |
| **LinkedIn URL** |  |

**Ideal Career Path**

Briefly describe your ideal career path from your next position.

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Please provide links to any job roles that interest you.

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What are your main professional ambitions and how do you intend to achieve them?

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What are your main career goals in the next three years?

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What are you looking for in a new job?

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Please feel free to provide us with any further information you feel may be relevant

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**Current or Last Employment Details**

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| **Position Held** |  |

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| --- | --- |
| **Employer’s Name** |  |

|  |  |
| --- | --- |
| **Employer’s Location** |  |

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| --- | --- |
| **Employment Dates** |  |

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| **Job Description & Responsibilities** |
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| **Achievements**  Achievements are fundamental in elevating your CV / resume. Recruiters like to understand how you have gone above and beyond your daily responsibilities and made a real difference. Tangible results are particularly effective i.e. saved £123 through implementing a new process…  The following points may help you to identify your achievements:   1. What did I do that was above and beyond my normal duties? 2. How did I stand out among other employees? 3. Was I ever recognised by a supervisor for a job well done? 4. Did I win any awards / accolades? 5. What new processes / procedures did I identify or implement and what was their impact? 6. What problems did I solve? 7. Did I ever meet or exceed goals? 8. Did I save the company money? 9. Did I increase profits / market share or contribute to business growth? 10. What made me really good at my job? |
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What skills and abilities do you need to undertake your tasks and responsibilities?

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Do you manage people? State how many and whether you have control of a budget.

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If you contributed to or led any projects, please send across the project name, purpose and details of your involvement.

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**Previous Employment Details**

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| **Position Held** |  |

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| --- | --- |
| **Employer’s Name** |  |

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| --- | --- |
| **Employer’s Location** |  |

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| --- | --- |
| **Employment Dates** |  |

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| --- |
| **Job Description & Responsibilities** |
|  |
| **Achievements** |
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| --- | --- |
| **Position Held** |  |

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| --- | --- |
| **Employer’s Name** |  |

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| --- | --- |
| **Employer’s Location** |  |

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| **Employment Dates** |  |

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| **Job Description & Responsibilities** |
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| **Achievements** |
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| **Position Held** |  |

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| --- | --- |
| **Employer’s Name** |  |

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| **Employer’s Location** |  |

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| **Employment Dates** |  |

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| **Job Description & Responsibilities** |
|  |
| **Achievements** |
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**Academic Career, Qualifications and Other Skills**

**Education (Secondary School, University/College or Other)**

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| **Year** | **Qualification** | **Institution** |
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**Please provide details of academic projects (i.e. dissertation topics), modules, membership of societies and relevant extra-curricular activities**

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**Please provide information about your computer skills, such as Excel, HTML, etc and associated level of proficiency**

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**Please list any languages you can speak including level of proficiency**

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**Have you done any voluntary work? If so, tell us more (please include the name of organisation and dates)**

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**Please provide information about any and all Hobbies and Interests you might have.**

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| If you would like your interests included, can you provide a bit of detail on these so that your writer can determine what might add value to your CV? |

**Special Requests**

If you have any special requests, or wish to state any particular points which may help your consultant when preparing your resume, then please detail them here.

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**Please upload this form and any other documents (existing CV or resume, references etc.) directly via the 'Your Account' page. For any and all questions please do not hesitate to ask.**