



CURRICULUM VITAE

Self-Inventory Questionnaire

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Please complete this questionnaire as fully as possible. You may attach additional information to this questionnaire on supplementary sheets of paper. Your existing CV is not required. Please write legibly and preferably in **BLOCK CAPITALS**. All the information contained in the questionnaire will be treated in the strictest confidence.

Personal Details

Please use BLOCK CAPITALS.

| | |
|----------------------------|--|
| Full Name & Title | |
| Affinity Membership No. | |
| Home Address & Postcode | |
| Home Telephone Number | |
| Email | |
| Nationality/Place of Birth | |
| Marital Status | |
| Work Address & Postcode | |
| Work Telephone Number | |
| Driving Licence | Yes <input type="checkbox"/> No <input type="checkbox"/> Type: |
| Languages | |

Secondary Education

Please use BLOCK CAPITALS.

| | | |
|--------------------|--|-----|
| School/Location | | |
| Dates Attended | From: | To: |
| School/Location | | |
| Dates Attended | From: | To: |
| Qualifications | ("S" Level, "A" Level, "O" Level, GCSE, CSE - subjects and grades) | |
| Other Achievements | (eg. did you hold any posts of responsibility) | |

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Further Education

Please use BLOCK CAPITALS.

| | | |
|----------------------|--|-----|
| University/College | | |
| Dates Attended | From: | To: |
| University/College | | |
| Dates Attended | From: | To: |
| Qualifications | (Post Graduate Degrees/Degrees/HND etc. - subjects/grades) | |
| Other Achievements | (eg. awards/prizes) | |
| Other Qualifications | (eg. Institute of Bankers, ONC/HNC) | |
| Dates Attended | From: | To: |
| Dates Attended | From: | To: |
| Dates Attended | From: | To: |

Employer Sponsored Training

Please use BLOCK CAPITALS.

(List any vocational courses, on-the-job training or other formal training courses.)

| | | |
|----------------|-------|-----|
| Course Title | | |
| Dates Attended | From: | To: |
| Skills Learned | | |
| Course Title | | |
| Dates Attended | From: | To: |
| Skills Learned | | |
| Course Title | | |
| Dates Attended | From: | To: |
| Skills Learned | | |

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Personal Interests

Please use BLOCK CAPITALS.

| | |
|---------------------|--|
| Clubs/Societies | (List organisation names and positions held if applicable.) |
| Hobbies | (These can also reveal skills that may be required by future employers.) |
| Hobby/Activity 1 | |
| Accomplishments | |
| Skills Demonstrated | |
| Hobby/Activity 2 | |
| Accomplishments | |
| Skills Demonstrated | |
| Hobby/Activity 3 | |
| Accomplishments | |
| Skills Demonstrated | |

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Career Objectives

Briefly describe your present role and any studies you are currently undertaking. State your short-term career aims and your ideal long-term ambitions.

Please use BLOCK CAPITALS.

Personal Characteristics

Summarise your major strengths, both personal and technical, stating how you view your best qualities.

Please use BLOCK CAPITALS.

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Employment History

Please use BLOCK CAPITALS.

| Current/Last Post | | |
|-------------------------|--------------------------|-----|
| Dates | From: | To: |
| Company and Location | | |
| Nature of Business | | |
| Purpose of Role | | |
| Responsibilities/Duties | | |
| Achievements | | |
| Reason for Leaving | | |
| Salary | | |
| Benefits | (e.g. car, pension etc.) | |
| Notice Period (if any) | | |

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Employment History

Please use BLOCK CAPITALS.

| Previous Posts (in reverse chronological order) | | |
|---|-------|-----|
| 1. Dates | From: | To: |
| Company and Location | | |
| Nature of Business | | |
| Purpose of Role | | |
| Responsibilities/Duties | | |
| Achievements | | |
| Reason for Leaving | | |

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Employment History

Please use BLOCK CAPITALS.

| Previous Posts (in reverse chronological order) | | |
|---|-------|-----|
| 2. Dates | From: | To: |
| Company and Location | | |
| Nature of Business | | |
| Purpose of Role | | |
| Responsibilities/Duties | | |
| Achievements | | |
| Reason for Leaving | | |

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Employment History

Please use BLOCK CAPITALS.

| Previous Posts (in reverse chronological order) | | |
|---|-------|-----|
| 3. Dates | From: | To: |
| Company and Location | | |
| Nature of Business | | |
| Purpose of Role | | |
| Responsibilities/Duties | | |
| Achievements | | |
| Reason for Leaving | | |

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Employment History

Please use BLOCK CAPITALS.

| Previous Posts (in reverse chronological order) | | |
|---|-------|-----|
| 4. Dates | From: | To: |
| Company and Location | | |
| Nature of Business | | |
| Purpose of Role | | |
| Responsibilities/Duties | | |
| Achievements | | |
| Reason for Leaving | | |

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Additional Information

Please use BLOCK CAPITALS.

List any factual information that further demonstrates your skills, abilities, interests, accomplishments or achievements.

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Instructions

Please use BLOCK CAPITALS.

Do you have any instructions regarding the layout of your CV?

Declaration

Please use BLOCK CAPITALS.

I request Affinity to prepare my CV in accordance with the information supplied in this questionnaire. All information supplied is, to the best of my knowledge, accurate and true.

| | |
|--------|------|
| Signed | Date |
|--------|------|

Paper Colour (please tick)

White ☐

Yellow ☐

Blue ☐

No. of Copies:

We would normally produce an initial supply of 5 copies.
Additional copies may be obtained by telephoning 01234 716005.

Please send the completed form to:

Affinity, Bedford Heights, Brickhill Drive, Bedford, MK41 7PH.

You do not need to submit an existing copy of your CV.