

**CURRICULUM
VITAE**

Self-Inventory Questionnaire

YOUR GUIDE TO COMPLETING THIS QUESTIONNAIRE ...

A well-designed CV is a crucial tool for attracting the attention of prospective employers and really selling yourself as a candidate.

Remember, the more detail and guidance you give in completing the form the more information we have to work with in preparing your CV.

Also, bear in mind you are trying to demonstrate to your prospective employer that you have the right skills and attributes for the job.

Therefore, when you're filling out the form try to think of the skills you have developed through your activities, whether work-related or not.

To help you fill in the form, we've included a list of key skills and action words below. The list is not exhaustive, but it indicates the types of words you should be using.

ACTION WORDS

- Accomplished
- Awarded
- Created
- Communicated
- Convinced
- Demonstrated
- Directed
- Improved
- Managed
- Negotiated
- Participated
- Persuaded
- Recommended
- Reorganised
- Resolved
- Solved
- Undertook
- Was responsible for

SKILLS

- Analytical
- Approachable
- Computer literate
- Conscientious
- Decision making
- Friendly
- Good communication skills
- Hardworking
- Highly motivated
- Initiative
- Interpersonal skills
- Leadership
- Management
- Meeting targets and deadlines
- Organised
- Reliable
- Self-motivated
- Trustworthy
- Work effectively as part of a team

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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	
BTU Membership Number	
Home Address & Postcode	
Home Telephone Number	
Mobile Telephone Number	
Personal Email	
Work Address & Postcode	
Work Telephone Number	
Driving Licence	Yes No 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	(e.g. did you hold any posts of responsibility?)	

If you require more space to complete the form please use the 'Additional Information' section on page 13.

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Further Education

Please use BLOCK CAPITALS.

University/College		
Dates Attended	From:	To:
Qualifications	(Post Graduate Degrees/Degrees/HND etc. - subjects/grades)	
Other Achievements	(e.g. awards/prizes)	
University/College		
Dates Attended	From:	To:
Qualifications	(Post Graduate Degrees/Degrees/HND etc. - subjects/grades)	
Other Achievements	(e.g. awards/prizes)	
Banking Qualifications (with dates achieved)	(e.g. Institute of Bankers, ONC/HNC)	

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Group Sponsored Training

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

Please use BLOCK CAPITALS.

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

Briefly describe your personal interests and any achievements or skills gained through these activities.

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	(e.g. any qualifications gained, awards granted or significant achievements)
Skills Demonstrated	(e.g. ability to work in a team, organisation, commitment to training)
Hobby/Activity 2	
Accomplishments	(e.g. any qualifications gained, awards granted or significant achievements)
Skills Demonstrated	(e.g. ability to work in a team, organisation, commitment to training)
Hobby/Activity 3	
Accomplishments	(e.g. any qualifications gained, awards granted or significant achievements)
Skills Demonstrated	(e.g. ability to work in a team, organisation, commitment to training)

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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.

What are your career aspirations in the long/short term?

What type of environment would you like to work in?

What do you wish to gain out of your future employment?

What position will you be applying for?

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Personal Characteristics

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

Please use BLOCK CAPITALS.

What responsibilities do you have in your current role?

What are your best three qualities?

Please choose three words that best describe you (use the list at the beginning of this pack to assist you).

What are your strengths?

What do you most enjoy about your current role?

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Group History

Please use BLOCK CAPITALS.

Use this section to fill in details of your previous employment history. Try to identify the key functions you carried out in each role and what you gained from each experience. Please be concise in your answers, particularly if you have a number of positions you would like to include in your CV.

Current/Last Post

Dates	From:	To:
Branch/Office Location		
Position Held		

Job Role

Please provide a description of your job, including the types of tasks you completed and any positions of responsibility held. You should also include details of any significant achievements you made whilst holding the position.

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Previous Posts (in reverse chronological order i.e. most recent job first)

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Previous Employment

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Please use BLOCK CAPITALS.

Previous Posts (in reverse chronological order i.e. most recent job first)

1. Dates	From:	To:
Company and Location		
Nature of Business		
Position Held		
Job Role Please provide a description of your job, including the types of tasks you completed and any positions of responsibility held. You should also include details of any significant achievements you made whilst holding the position.		

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Please use BLOCK CAPITALS.

Previous Posts (in reverse chronological order i.e. most recent job first)

2. Dates	From:	To:
Company and Location		
Nature of Business		
Position Held		
Job Role Please provide a description of your job, including the types of tasks you completed and any positions of responsibility held. You should also include details of any significant achievements you made whilst holding the position.		

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Additional Information

Please use BLOCK CAPITALS.

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

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Declaration

Please use BLOCK CAPITALS.

I request BTU 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 normally produce an initial supply of 5 copies. Additional copies may be obtained by emailing us at 24hours@btuonline.co.uk or telephoning 01234 262868.

Please tick this box if you would like to receive the draft copy of your CV on the personal email address provided at the beginning of the form.

Please tick this box if you would like to receive an electronic copy of your final CV on the personal email address provided at the beginning of the form.

Please send the completed form to:

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

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