

## MY FRESH STEPS CV PREPARATION FORM

Please complete this form legibly in blue or black ink. You should outline clearly how your qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary

**Positions likely to apply for:**

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THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

**PERSONAL INFORMATION:**

Title Mr/ Mrs/ Miss/ Ms/ other (please specify)	
Last Name:	
First Name:	Middle Name:
Street Address:	
City:	County:
Country:	Post code:
Home Number:	Mobile Number:
Email address:	

**Availability:**

Days/ Hours available						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	From:			To:		
What date are you available to start work?						

**Do you have the right to work in the UK?**

Note: companies will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

Do you have a clean, current driving licence?

Yes

No

Have you a car/ access to a car for business use?

Yes

No

Yes

No

**Education:**

Educational facility attended	Examinations taken and Qualifications Gained (Specify Grades)

**Further/ Higher Education:**

From	To	Name of Institution (state if Full/ Part-time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

**Membership of Professional Organisation's:**

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

**Employment History:**

**Present Or Last Position:**

Employer:	
Position Title:	
From:	To:
Key Responsibilities:	
Reason for Leaving:	

**Previous Position One:**

Employer:	
Position Title:	
From:	To:
Key Responsibilities:	
Reason for Leaving:	

**Previous Position Two:**

Employer:	
Position Title:	
From:	To:
Key Responsibilities:	
Reason for Leaving:	

**Summary of other employment to include: Employer, Position title, Dates of employment, Key responsibilities and reason for leaving**

**Training**

Details of training courses attended and awards achieved, including dates, if appropriate

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**Personal Statement:**

Please use this section to explain in detail how you meet the requirements of the jobs that you wish to apply for. If you are or have been involved in voluntary/ unpaid activities, please also include this information. Attach and label any additional sheets used

A large, empty rectangular box with a black border, intended for the applicant to write their personal statement.

**Statement to be signed:**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your CV will not be considered.

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I have stated I hold

Signed:	Date:
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If you are returning this form by email, you will be asked to sign your form prior to any CV being handed to you.

**RETURNING THIS FORM**

**By E-Mail:**

[info@myfreshsteps.co.uk](mailto:info@myfreshsteps.co.uk)

**Enquiries:**

Tel: 07810195656

**Please note: Interview Coaching is available at £45.00 per hour**

Terms of Business:

1. All CV's will be completed within 5 working days of the above information being received and upon payment of £35.00. Please note that it is expected that each CV will take 2 hours to complete. More comprehensive CV's and Role Specific CV's will be charged at £15.00 per additional hour required.
2. Upon full payment completed CV's will be printed and placed in a presentation folder with space for certificates and achievement awards – presentation is key. The completed CV will also be emailed to you. Please ensure that your current email address is on this form. CV's will be in Word format, font Verdana 10.
3. If you are not entirely satisfied with the CV that has been prepared for you all concerns should be received in writing within 24 hours of the receipt of the finished CV. Concerns after this time may not be taken into account.

Please sign the below as agreement to the above terms of business.

Signed:	Date:
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