**CURRICULUM VITAE**

Please insert full body photo here

Photo

|  |  |
| --- | --- |
| Position Applied |  |
| Work Start Date |  |

**PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| Full Name  |  |
| Gender |  | Nationality |  |
| Age |  | Date of Birth |  |
| Religion |  | Ethnic / Race |  |
| City of Birth |  | City of Residence |  |
| Marital Status |  | No of Kids/Age |  |
| Passport No |  | Date of Expiry |  |
| Identity Card No |  | Email  |  |
| Telephone No |  | Mobile No |  |

**APPEARANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Height |  | Weight |  |
| Complexion |  | Face Skin |  |

**EDUCATION** (*Please list your education record from high school onwards*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | From | To | Qualification | Study Major |
|  |  |  |  |  |

**TRAINING** (*Please list all trainings attended*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | Course Attended | Date | Duration | Qualification |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**COMPUTER KNOWLEDGE**

|  |  |
| --- | --- |
| Hardware |  |
| Software Programs |  |

**LANGUAGES** (*Please tick as appropriate*)

|  |  |  |
| --- | --- | --- |
| Language | Spoken | Written |
|  | Good | Average | Poor | Good | Average  | Poor |
| Vietnamese |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Chinese |  |  |  |  |  |  |
| Others | Arabic |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EMPLOYMENT***(Please list all full time, part time, temporary andcontract jobs with details of job dutiesand recommendation letters, if any, from date of graduation till now*)

**INTERESTS, HOBBIES & SPORTS**

|  |  |
| --- | --- |
| Interest & Hobbies |  |
| Sports |  |

**HEALTH CONDITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Health Condition | Excellent | Good | Average | Poor |
|  |  |  |  |
| Eye Sight |  |  |
|  |  |
| Blood Type  |  |
| Have you ever had or are you suffering from any of the following? | Physical Impairment |  |
| Disease |  |
| Mental Illness |  |
| Medical Condition |  |
| If Yes, please give details  |  |
| Other illnesses/allergies, if have, please give me details  |  |

**CRIMINAL RECORD**

|  |  |
| --- | --- |
| Have you even been convicted by a court of law in any country?  |  |
| Have you ever been dismissed, discharged or suspended by any employer? |  |
| If yes, please give details |  |

**FAMILY PARTICULARS** (*Please list your parents, brothers and sisters*)

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship | Name | Age | Occupation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFERENCES** (Please name two persons, friends or colleagues who know you best)

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Relationship |  |  |
| Job/Position |  |  |
| Telephone/Mobile |  |  |
| No of Years Know |  |  |

**EMERGENCY CONTACT** (*Please name your next-of-kin or close friend that we should contact in case of emergency*)

|  |  |  |
| --- | --- | --- |
| Relationship | Name | Contact Telephone/Mobile |
|  |  |  |
|  |  |  |

**DECLARATION**

I hereby declare that all the above information provided aretrue and accurate. I understand that any false information provided by me in my job application and during my term of employment may cause my employment to be terminated with immediate effect and subject myself to legal actions by my Employer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name &Signature of Applicant

 Date: 13/04/2017