

CV Guidance

The job you are applying for requires you to upload a CV.

Please ensure that you include all of the following information in your CV. If any of the criteria is missing this will mean your application **will be rejected**.

- Your CV should not exceed four sides of A4
- First, middle (if any) and last names
- Preferred email address and a contact telephone number
- Full employment history including start and end dates, role title, key responsibilities and reasons for leaving
- Include reasons for any gaps in paid employment e.g. in full-time education, undertaking voluntary work
- Qualifications (including professional qualifications) providing date(s) and grades achieved, name of awarding body
- Details of any other job-related training courses you have completed
- Details of any professional bodies you are a member of e.g. HCPC, RTPI and registration number(s), where applicable.
- Brief details of your key career achievements that are relevant to the post you are applying for

Please **do not** include:

- Your age / date of birth
- A photograph

Your CV will be automatically rejected if these items are included.