# Curriculum Vitae – Intake 2020

**IMPORTANT NOTE:**

This CV Template must be used for Intake 2020 applications for an Australia Awards Scholarship.

If you have applied in the past using an old CV template, please update your information using this new template.

## Personal Information

|  |  |
| --- | --- |
| Family Name |  |
| Given name |  |
| Home address | *(House number, street name, postcode)* |
| City/Province |  | Country |  |
| Place of birth | (*City or Province)* | Date of birth |  |
| Phone |  |
| Email |  |
| Nationality |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender  |  | Female  |  |  | Male |  |  | Other\* |  |

*\*(Indeterminate/ Intersex/ Unspecified)*

## Academic qualifications

 *(Please start with your highest-level qualification attained)*

|  |  |  |
| --- | --- | --- |
| Period of study | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of Qualification |  |
| Name of University  |  |
| Country |  |

|  |  |  |
| --- | --- | --- |
| Period of study | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of Qualification |  |
| Name of University  |  |
| Country |  |

|  |  |  |
| --- | --- | --- |
| Period of study | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of Qualification |  |
| Name of University  |  |
| Country |  |

 *(Insert more academic qualifications if needed)*

## Work experience

*(Please start with your most recent job)*

|  |  |  |
| --- | --- | --- |
| 1) Period of employment | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of organisation |  |
| Address of Organisation  |  |
| Position held |  |
| Role type  | Full time | *(Y or N)* | Part Time | *(Y or N)* | Work Hours per Week\* |  |
| Sector | Government | *(Y or N)* | Private business | *(Y or N)* | Non-Government | *(Y or N)* |
| Key responsibilities |  |
| Locations where you work: | *(Please provide all locations where you deliver your work)* |

*\* A full-time role typically requires 40 work hours per week. If the role was part time, then specify the typical number of hours per week that you worked.*

|  |  |  |
| --- | --- | --- |
| 2) Period of employment | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of organisation |  |
| Address of Organisation  |  |
| Position held |  |
| Role type  | Full time | *(Y or N)* | Part Time | *(Y or N)* | Work Hours per Week\* |  |
| Sector | Government | *(Y or N)* | Private business | *(Y or N)* | Non-Government | *(Y or N)* |
| Key responsibilities |  |
| Locations where you work: | *(Please provide all locations where you deliver your work)* |

*\* A full-time role typically requires 40 work hours per week. If the role was part time, then specify the typical number of hours per week that you worked.*

|  |  |  |
| --- | --- | --- |
| 3) Period of employment | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of organisation |  |
| Address of Organisation  |  |
| Position held |  |
| Role type  | Full time | *(Y or N)* | Part Time | *(Y or N)* | Work Hours per Week\* |  |
| Sector | Government | *(Y or N)* | Private business | *(Y or N)* | Non-Government | *(Y or N)* |
| Key responsibilities |  |
| Locations where you work | *(Please provide all locations where you deliver your work)* |

*\* A full-time role typically requires 40 work hours per week. If the role was part time, then specify the typical number of hours per week that you worked.*

*(Insert more work experience if needed)*

Professional Training and Development

*(Add separate entries for each relevant course you have completed, starting with the most recent)*

|  |  |  |
| --- | --- | --- |
| Period of Training | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Name of Training |  |
| Training Provider |  |
| Location of Training |  |
| Topics covered |  |

*(Insert more training if needed)*

## Volunteer work

|  |  |  |
| --- | --- | --- |
| Period of Volunteering | From:  | To:  |
| *(Day, Month, Year)* | *(Day, Month, Year)* |
| Position held |  |
| Name of Organisation |  |
| Location  |  |
| Key responsibilities |  |

*(Insert more volunteer work if needed)*

## Manager or head of your current organisation

*(Please provide the name and contact details of the current head of your organisation or manager or Human Resource manager. Please note we will only contact this person to verify your employment if you are invited to interview)*

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Email |  |
| Phone |  |