

## AgriVAS *curriculum vitae* checklist

\*In order to be considered for a position, please make sure your CV contains the following details:

### PERSONAL DETAILS

- Full name
- Date of Birth
- ID number
- Gender
- Marital status
- Dependants
- Telephone numbers (home, work, cell)
- Fax number (if available)
- Email address (if available)
- Postal Address

### QUALIFICATIONS: For each qualification we need

- Institution
- Year attained
- Full name of qualification attained

### WORK EXPERIENCE: For each position you have held we need:

- Employer's name
- Employer's address
- Position held
- Exact dates of employment
- Duties & Responsibilities -Please include specific details of the operation
- Reference name and contact numbers

### OTHER DETAILS

- Languages spoken (fluent, conversational, basic)
- Preferred area of work (province)
- Drivers licence (if yes, give type)
- Details of your current salary