

# Curriculum Vitae

## Application for employment by the Aspen Trust Group

Personal Information			
Full Name		Address:	
Telephone			
Fax			
Email		Desired Employment/ Occupational Field	
Date of Birth		Available from	
Gender		Marital Status	
Nationality			

Work Experience			
Name and Address of Employer			
Type of Business/Sector			
Dates of Employment	From:		To:
Position Held			
Main Activities & Responsibilities			

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Type of Business/Sector			
Dates of Employment	From:		To:
Position Held			
Main Activities & Responsibilities			

**Note:** For additional information on your work experience please complete "Work Experience Continuation Sheet" document which can be downloaded from our website.

Education and Training			
Name of Institution			
Period	Start Date:		Finish Date:
Title of Qualification awarded			
Level/Grade of award			
Principal Subjects			

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Period	Start Date:		Finish Date:
Title of Qualification awarded			
Level/Grade of award			
Principal Subjects			

Personal Skills				
Languages		Level of:		
		Understanding	Speaking	Writing
		Basic/Intermediate/Fluent		
1.		Mother tongue		
2.				
3.				
4.				

Organisational Skills	1	2	3	4	5
• Time Management					
• Prioritising					
• Working under pressure					
• Working away from home					
• Completing tasks on a timely manner					

1 – Low    2    3    4    5 - High

Computer Skills	1	2	3	4	5
• Microsoft Word					
• Microsoft Excel					
• Microsoft Outlook					
• Microsoft PowerPoint					
• Internet Explorer					
• Other:					

Driving License (Yes/No)		Year Attained	
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Interests and Hobbies
Please provide details of interests and hobbies you have:

Competency Questions	
What can you contribute to our Company?	
Why are you interested in this position?	
What motivates you?	
What is your greatest achievement in your career to date?	
What are your professional goals for the next five years?	
How do you plan to achieve them? Have you taken any steps towards them so far?	