



## CURRICULUM VITAE TEMPLATE

**Contact Number** : 087 158 7701  
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**Facebook** : National Youth Development Agency  
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**Physical Address** : Shop P18A Piazza Level  
Golden Acre Shopping Centre  
9 Adderley Street  
Cape Town

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### TO BE IN OUR DATABASE?

Please complete the registration form and return it to the details listed above or drop it off at one of our branches.

**Please note ALL fields are mandatory to complete**



**EDUCATION AND TRAINING:**

**Matric Results:**

<b>Last School Attended</b>	.....		
<b>Year completed:</b>	.....		
<b>Qualification/ Grade level achieved:</b>	.....		
	<b>Subjects</b>	<b>Level</b>	<b>Symbol</b>

**Tertiary or Higher Education:**

<b>1. Qualification obtained:</b>	.....		
<b>Major subjects:</b>	.....		
<b>Year completed:</b>	.....		
<b>Name of Institution:</b>	.....		
<b>2. Qualification obtained:</b>	.....		
<b>Major subjects:</b>	.....		
<b>Year completed:</b>	.....		
<b>Name of Institution:</b>	.....		
<b>3. Qualification obtained:</b>	.....		
<b>Major subjects:</b>	.....		
<b>Year completed:</b>	.....		
<b>Name of Institution:</b>	.....		

## Computer Skills

	Excellent	Good	Satisfactory	Basic
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Database systems (e.g. CRM, Access, Oracle, SAP, etc.)				
Internet/ Microsoft outlook				
Graphic Design				
Accounts				

### WORK EXPERIENCE:

<b>Name of Organisation:</b> ..... <b>Period of Employment (yyyy/mm/dd):</b> ..... <b>Position(s) held:</b> ..... <b>Reason for leaving:</b> .....	
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### REFERENCES (Mandatory fields if you have work experience)

<b>Name 1</b>		<b>Organisation</b>		<b>Job Title</b>	
<b>Telephone</b>		<b>Mobile</b>		<b>Email</b>	
<b>Name 2</b>		<b>Organisation</b>		<b>Job Title</b>	
<b>Telephone</b>		<b>Mobile</b>		<b>Email</b>	

**Supporting Documents Checklist (Please tick the applicable box)**

- 1. CV
- 2. South African ID (copy)
- 3. Latest School Report (copy)
- 4. Matric Certificate (copy)
- 5. Undergraduate Qualification (copy)
- 6. Post-Graduate Qualification (copy)
- 7. Any other certificates/ qualifications (copies)