

## ***Use the following:***

***Name***  
***Address***  
***Telephone Number***

### **Date of Birth**

### **Personal Statement**

(information about your skills e.g. good communication skills, punctual, hardworking etc)

### **Education**

(start with what you are studying now, then add your qualifications from previous year. Include a summary of the hardware and software that you can use.)

Childwall School: A Specialist Sports College, Fiveways, Queens Drive, Liverpool

2004 GNVQ Travel and Tourism pending

2004 AS Sociology pending

2004 GCSE Mathematics pending

2003 GCSE English Language C

2003 GCSE English Literature C

2004 GCSE Mathematics E

2004 GCSE Spanish D

2004 GCSE Resistant Materials D

2004 GCSE Double Science CC

2004 GNVQ Business Studies D

I am confident in using Microsoft Office and searching the Internet.

### **Employment**

(or work experience. Include the name and address of the employer and your responsibilities e.g. working as part of a staff team, dealing with the public, awareness of basic kitchen hygiene, cleaning, handling money and till operation)

### **Positions of responsibility**

(at work, school or college—include helping out at school events or music or drama productions)

### **Interests**

(include teams you may be part of and any awards or trophies won )

### **Referee**

(name, position and addresses of two referees, usually your employers, or your Head of Year)

Mr Cooper, Head of Sixth Form

Childwall School

Fiveways, Queens Drive

Liverpool