**Bath & North East Somerset Council CV Guidance**

**Please ensure that you include all the following information in your CV.**

**Your CV should not exceed two sides of A4**

• First name, middle initial(s), last name.

• Email address and a contact telephone number (if we need to call you)

• Full employment history including

* Start & End Dates
* Role Title, Key Responsibilities & Achievements
* Reasons for Leaving
* Details of reasons for any gaps in paid employment and any voluntary work
* Notice period for your current role

• Qualifications, including date(s) achieved, name of awarding body

• Further training courses and key career achievements that are relevant to the post being applied for, if applicable.

• Registration body (e.g. HCPC, RTPI) and registration number, if applicable.

If you have any further questions, please e-mail [recruitment@bathnes.gov.uk](mailto:recruitment@bathnes.gov.uk)