

# Career Plan Tees

## C.V. Services

### Introduction

Thank you for downloading the CV information pack, which contains everything you need to know about our CV services and how we can help you to have a professionally designed Curriculum Vitae.



This document contains a list of the services we can offer you, and their costs, information on how to order, and an application form showing the information we will need to prepare your CV. Once you've decided exactly what you want, simply complete the relevant sections of the order and application forms and return them to the address at the foot of the page.

Once you submit your order, we will process it as soon as possible. Normally, the turnaround time will be approximately two to three days, but if you require an express service please let us know. If we have any queries about your requirements or the information you have supplied, we will contact you by telephone or E-mail, so please ensure that your contact details are accurate. We will send you a draft CV for your comments before completing the full order. Any information that you supply will be held in confidence. We will normally retain your information in case of any future updates or other services that you may require, but if you would prefer us to destroy or return it please indicate this on the order form. A copy of our terms is at the end of this document.

### CV Writing

We will use the information that you send us to write a CV designed to sell your skills and abilities to employers. We offer three categories of CV, depending on the length of your work experience, and will tailor each to match the type of work you are seeking. You will receive a draft for your approval, and you are free to amend the draft until you are happy. Majority opinion currently is that references should not be included in a CV, but should be available separately on a matching sheet. Unless you specifically request otherwise, this is how we will design your CV.

### Covering Letters

Possibly the most important part of any application, because it sets the tone for everything else, is the covering letter. We can design a dynamic and positive speculative letter in the same style as your CV for the type of work you are seeking from only £15.00.

### Delivery Format

Our basic service includes the design of your CV and delivery of 5 printed copies of your CV and reference sheet. We use a top quality 100gsm paper for best results. We will also supply your CV on either diskette or CD (select from the order form, we will provide the disk) for those occasions when you need to submit a CV electronically. Any optional extras, such as letters, will be supplied on the same disk.

Additional printed copies of the CV can be ordered at the time of design (or later if you asked us to retain your details). If you wish to have an existing CV updated within one year of its design by us, we can offer discounted rates –contact us for more information.

### Delivery Options

Standard delivery method is by post, for which we make a fixed £4.50 charge. This covers post for drafts and the finished product. The completed CV and disk will be dispatched in a hard backed A4 envelope for protection.

Given that the post is not always as reliable as we might like, you might also wish for your CV to be delivered by E-mail as well at an additional £2.50



Which of the above methods is most appropriate for us to use to contact you, if it is necessary, and at what time of day?

Please tell us the reason you need to have a CV prepared at this time. For example, are you looking for promotion or a new position?

Date of Birth: \_\_/\_\_/19\_\_

Do you have a current driving license? Yes / No

Do you have regular access to a car? Yes / No

Are you a qualified first aider? Yes / No

Are you a trained fire marshal? Yes / No

Please list any interests and activities you have outside of work, e.g. Badminton, Reading, DIY, etc.

Please list any languages you speak, besides English, and the level, i.e. Fluent, Conversational or Basic.

Give a brief description of yourself, highlighting what you consider to be your strengths and weaknesses, as well as your main characteristics, both as an employee and in your personal life.

If you have ordered any covering letters to accompany your CV, then please detail your basic requirements for these here.

Please indicate the type of work you are looking for, including any specific job titles of interest to you

GCSE, CSE, O Level, Standard Grade or equivalent examination passes

Level	Subject	Grade	Date

A, AS, S, NVQ, GNVQ or equivalent higher level examination passes

Level	Subject	Grade	Date

OND, HND, Degree, Master, PhD and other professional/vocational qualifications

Level	Subject	Grade	Date

Are you a member of any professional or trade bodies?

Name and location of University(ies)/Institution(s) where attained, and dates attended:

Please list any computer packages and/or programming languages you can use, e.g. Excel, HTML, etc. and proficiency level

Please put most recent employment first, and continue on separate sheets if necessary.

Job title:
Employer's name and location:
Employment dates:      From: To:
Duties, responsibilities and achievements:
Give the job title of the person to whom you are/were responsible:
Reason for leaving or wishing to leave and notice required:

Job title:
Employer's name and location:
Employment dates:      From: To:
Duties, responsibilities and achievements:

Job title:
Employer's name and location:
Employment dates:      From: To:
Duties, responsibilities and. achievements:

Briefly describe your ideal career goal. What are your professional ambitions and how do you intend to achieve them? What are you looking for in a new job?

Additional Information: Please detail here anything which you consider to be relevant but which has not been covered already, e.g. recent graduates may wish to detail their dissertation.

Please indicate the type of work you are looking for, including any specific job titles of interest to you

Please indicate the geographical areas in which you would consider working

Current/Last annual salary: £

Desired annual salary: £

Referees

Current/most recent employer or Academic:

Personal or Academic:

Name:	Name:
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Country:	Country:
Tel:	Tel:
Fax:	Fax:
E-mail:	E-mail:

Signed:

Date:

## **Terms and Conditions**

Your privacy is very important to us, as is the quality of the service we offer you. Please read this document to learn about the ways in which we use and protect your personal information. If you have additional questions about our general privacy principles, please contact us at the address below. By accepting these Terms and Conditions, you expressly consent to our use and disclosure of your personal information in the manner prescribed in this document. If you object to this use and disclosure please do not use our service.

### **Information We Collect**

Our goal in collecting personal information is to provide you with safe, effective, and personalised guidance. We only collect personal information about you that we consider necessary for this purpose. You always have the option not to provide information by choosing not to use a particular service. When you send us personal correspondence, such as emails or letters, we may collect such information into a file specific to you.

### **Our Use of Your Information.**

You agree that we may use personally identifiable information about you to deliver the guidance services you have requested. You agree that we may use your information to contact you and deliver information to you such as reports, administrative notices, research questionnaires and communications relevant to your use of our products

### **Our Disclosure of Your Information.**

As a matter of policy, CPT will never sell or rent your personal information to third parties for their marketing purposes. However, the following describes some of the ways that we may disclose your personally identifiable information.

(a) Internal Service Providers. We may use third parties that we refer to as internal service providers to facilitate or outsource one or more elements of our services and therefore we may provide some of your personally identifiable information directly to them. These internal service providers' are subject to legal restrictions that prohibit their use of the information we provide them for any other purpose except to facilitate the specific outsourced CPT related operation, unless you have explicitly agreed or given your prior permission to them for additional uses. In some instances, the internal service provider may collect information directly from you (such as the situation where we ask an internal service provider to conduct a survey for us). In these cases, you will be notified of the involvement of the internal service provider, and all information disclosures you make will be strictly optional. If you provide additional information to an internal service provider directly, then their use of your information is governed by their applicable privacy policy.

(b) Legal Requests. CPT cooperates with law enforcement inquiries, as well as other third parties, to enforce laws and third party rights, such as intellectual property rights and laws relating to fraud. Therefore, in response to a verified request by law enforcement or other government officials such as a Section 29 (3) Data Protection Act 1998 form relating to a criminal investigation or alleged illegal activity, or other activity that may expose us or you to legal liability, we can (and you authorise us to) disclose such personal information about you as we, in our sole discretion, believe necessary or appropriate.

### **Removing Your Personally Identifiable Information.**

Upon your written request, we will deactivate your account and contact information from our active databases. To make this request, please contact the Manager. Such information will be deactivated as soon as reasonably possible in accordance with our deactivation policy and applicable law.

### **Security.**

CPT uses industry standard practices to safeguard the confidentiality of your personal identifiable information. For your protection, we are registered under the Data Protection Act 1998 and have given all appropriate notifications to the Information Commissioner. CPT abides by the Data Protection Act 1998. Under this act, you may request details of any personal information we hold about you by writing to the Manager at our address below. An administration fee (not exceeding £10) may be payable.