

How to write a CV for a job at the Care Inspectorate

There are many styles and models available to use (via a simple google search) as a basis for your curriculum vitae (CV's) and the design and information you prioritise should of course be of your choosing. However, we are keen to provide applicants with guidance on the content and where possible, it would be helpful to limit your CV to 2 pages. You should include:

- contact information
- experience
- education, qualifications, and training
- skills & knowledge
- helpful information
- references

Contact Information

This section is important as the recruiting manager should be able to contact you to clarify something at shortlisting, advise that you are a preferred candidate and send a contract to you where you are appointed. Therefore, you should include your:

- first initial and last name
- email address
- telephone numbers, highlighting your preferred number
- home address

Work Experience

The work experience that you present should showcase your relevant job roles and be tailored specifically to the particular position you're applying to. The work experience section should be a detailed summary of your latest 3 or 4 positions (or your last 5 to 10 years) although you can choose to include other relevant roles from your career history. You should include the following information for each position:

- company name
- job title
- outline of duties/responsibilities
- dates of employment
- reason for leaving

You should also consider including your:

- minimum experience required for the role
- any desirable experience (outlined in the person specification)
- other relevant experience in a related field
- IT and digital experience

Education, qualifications, and training

Make sure that you include your education/qualification(s) that is commensurate with the minimum criteria for the role you are applying for. You should also include:

- any desirable qualifications (listed in the person specification)
- other relevant qualifications in a related field

When listing the training that you have undergone (relevant to the role that you are applying for) start with the most recent first and include how you update your skills and practice.

If you are successful, we will ask to see proof of your qualifications during the pre-employment phase of recruitment.

Skills and knowledge

When listing skills on your CV, remember always to be honest about your level of ability. Present the most important skills in your CV, for example they could be:

- strong critical/evaluative writing skills
- experience supporting business intelligence solutions/applications
- ability to manage/strategic priorities
- effective communicator to differing audiences

Helpful information

Consider including any helpful information that will show that you can meet other job requirements and are a good fit for the role, for example - a willingness to travel to meet organisational needs and that you hold a valid driver's license. You should consider including your ability to:

- travel and stay overnight
- drive and that you hold a license

It would also be useful to include any secondary employment, or volunteering experience and any hobbies which may reinforce your skill base, for example - resilience, teambuilding, coaching, etc.

If you are applying for an inspector role, it would be helpful to include your regulatory body, registration number and expiry date.

References

Including references will allow us to act quickly when a decision on who to appoint has been made. You should include the following information for two referees; the first of which should be your current/previous line manager:

- name
- relationship to you
- email address
- telephone number

Please only add referees' information where you have sought agreement from them beforehand.

We respect your privacy and will only use your personal information fairly and lawfully. To find out how we handle your personal information please read the Privacy Notice on our website at <http://www.careinspectorate.com/index.php/core-privacy-notice>.

Best of luck,

The Recruitment Team

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