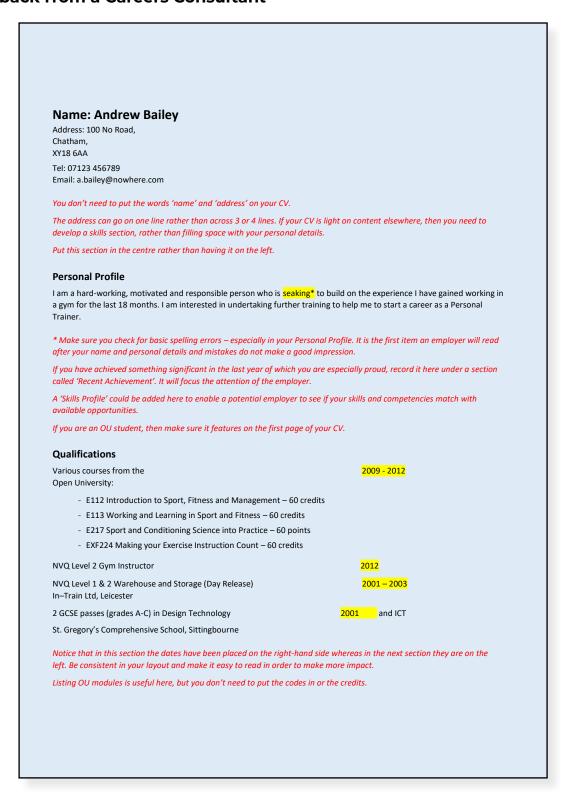
Hybrid CV

Here are examples of 'before' and 'after' CVs with advice provided from a Careers Consultant, for a student who served a criminal sentence, using a hybrid format:

Example CV if you have a criminal record: 'Before' version including feedback from a Careers Consultant



Work Experience

May 2014 - Present

Assisted in Blogg's Gym. I helped take classes and maintained equipment, as well as keeping records.

Put Employment and Work Experience together in one section.

The layout of this could be better. Need to bullet point duties, so they are clearer. You completed this while in a Cat D prison and you are right not to put that, it is the experience which is important.

Did you gain any other experience in prison? If so, it is worth adding this.

Employment

Aug. 2011 – May 2014 Serving my sentence at HMP Coldingley

You should not include any information about your criminal record on your CV. If you have gaps in your employment history which are due to time in prison and you are not asked directly to write about your criminal record in your application, you could explain these gaps by stating that you were 'unavailable for work' at a certain period in time.

Remember: if you are not asked for a criminal record declaration directly, then there is no need for you to disclose this information at this stage. But you must be prepared to answer fully and honestly if you are asked, at interview, to explain what you mean by 'unavailable for work'.

Highlight what you did during this time e.g. OU student, orderly work or other courses you have taken.

2001 – June 2009 Warehouse Assistant Wilson's Wholesale, Maidstone

Main duties involved taking delivery of goods and supplies and storing the goods. I moved stock ready for dispatch using a forklift truck. My duties also involved picking and packing orders and keeping records of stock. I also drove the delivery vans.

Again, the layout is not used in the best way. Use of bullet points here allows the reader to quickly scan this section rather than have to read it all.

Additional Information:

- I am a qualified Fork Lift Truck Operator (NTPC Level2)
- I have a current First Aid Certificate
- I have a full, clean driving licence

Use proper bullet points here.

Activities and Interests:

I enjoy cycling and motocross. I am a local community volunteer for 10 hours per week.

References:

Available on request.

Not necessary on a CV. Most employers only take references after interview.