

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

Name: Andrew Bailey

Address: 100 No Road,
Chatham,
XY18 6AA

Tel: 07123 456789

Email: a.bailey@nowhere.com

You don't need to put the words 'name' and 'address' on your CV.

The address can go on one line rather than across 3 or 4 lines. If your CV is light on content elsewhere, then you need to develop a skills section, rather than filling space with your personal details.

Put this section in the centre rather than having it on the left.

Personal Profile

I am a hard-working, motivated and responsible person who is seeking* to build on the experience I have gained working in a gym for the last 18 months. I am interested in undertaking further training to help me to start a career as a Personal Trainer.

** Make sure you check for basic spelling errors – especially in your Personal Profile. It is the first item an employer will read after your name and personal details and mistakes do not make a good impression.*

If you have achieved something significant in the last year of which you are especially proud, record it here under a section called 'Recent Achievement'. It will focus the attention of the employer.

A 'Skills Profile' could be added here to enable a potential employer to see if your skills and competencies match with available opportunities.

If you are an OU student, then make sure it features on the first page of your CV.

Qualifications

Various courses from the
Open University:

2009 - 2012

- E112 Introduction to Sport, Fitness and Management – 60 credits
- E113 Working and Learning in Sport and Fitness – 60 credits
- E217 Sport and Conditioning Science into Practice – 60 points
- EXF224 Making your Exercise Instruction Count – 60 credits

NVQ Level 2 Gym Instructor

2012

NVQ Level 1 & 2 Warehouse and Storage (Day Release)
In-Train Ltd, Leicester

2001 – 2003

2 GCSE passes (grades A-C) in Design Technology

2001 and ICT

St. Gregory's Comprehensive School, Sittingbourne

Notice that in this section the dates have been placed on the right-hand side whereas in the next section they are on the left. Be consistent in your layout and make it easy to read in order to make more impact.

Listing OU modules is useful here, but you don't need to put the codes in or the credits.

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

A CV is your chance to highlight your strengths. NACRO (charity offering resettlement advice), says:

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.