

*[This curriculum vitae is a proforma that has been developed to assist international medical graduates in applying for Area of Need positions. Please ensure you remove this heading and any other information in italics and brackets when you have inserted your information.]*

## Curriculum Vitae

### 1. Personal Details

**Name:** *[Insert your first name and family name here]*

**Postal Address:** *[Insert the address where you would like to receive information by post].*

**Telephone:** *[Insert the best telephone number for you to be contacted on between the hours of 9am to 5pm (Australian time).]*

**Email:**

**Status with the Australian Medical Council:**

*[Indicate your status with Australian Medical Council using one of the following phrases,*

- Enrolled to sit the Multiple Choice Questionnaire Exam or*
- Passed the Multiple Choice Questionnaire Exam or*
- Enrolled to sit the Clinical Exam]*
- Not Applicable*

**Medical Condition** *(if applicable): [Please indicate if you have any existing medical condition that may influence the employment decision]*

**Motor Vehicle Licence** *(optional): [Please indicate if you are eligible to drive a motor vehicle]*

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### 2. Professional Education and Qualifications

**English Language Assessment:** *[Indicate the grade of English Proficiency you have obtained.]*

**Graduate & Post-graduate Qualifications:** *[Insert medical qualifications and any postgraduate degrees that you may hold. The list should be ordered from most recent to least recent. Include the location of the educational institution and period spent obtaining the qualification.]*

**Professional Memberships:** *[Insert details of any current memberships you have with Medical Associations]*

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### 3. Scholarships and Awards

*[Insert any scholarships or awards you have received in relation to the medical profession]*

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### 4. Training

*[Insert any training courses you have completed to maintain your skills in the medical profession. This may include Emergency Life Support Training (ELST) attendance at medical conferences or participation in a medical observership.]*

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### 5. Work History

*[Insert the positions you have held either in paid or unpaid employment. The list should be ordered from most recent to least recent. Name the position, the employing body, period of employment and a brief description of the role.*

*This information is important as it allows a potential employer to understand what type of organisations you have worked in and the level of responsibilities you have held. It also allows a potential employer to understand how your medical experiences relate to the Australian environment.]*

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### 6. Clinical Skills

*[Insert an outline of your clinical skills and competencies as they relate to the position you are applying for. For example, your diagnostic and procedural skills as they relate to Accident and Emergency; Obstetrics and Gynaecology; Anaesthetics; Rural Health; Indigenous Health and Women's Health]*

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### 7. Research and Teaching

**Academic Positions:** *[Insert an outline of any teaching or research that you have undertaken, as it relates to the medical profession. For example a university lecturer at a medical school or a clinical teacher within a hospital or private practice setting.]*

**Publications:** *[Also include any medical related publications that you have authored or co-authored, including an abstract of the publication. (It is suggested that you limit this list to five.)]*

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## 8. Referees

*[Provide the name, profession, employer (if applicable, contact telephone number and e-mail address of two referees. If a referee requires an English Interpreter please indicate that and the appropriate language next to the name of the referee.]*

*Ensure that the referees are aware that you are nominating them in your application for this job and have agreed to act as your referee. Provide the referees with a copy of the position description so that they can comment on your ability to perform the job you are applying for.*

*Please note:*

- The referee must be able to comment on the quality of your work*
  - The referee should be a senior medical colleague or a direct supervisor*
  - The referee should not be a family member*
  - The referee should be easily contactable following your assessment by the Medical Board of Western Australia.]*
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