

SPECIMEN PERSONAL DETAILS

A letter of application from you, is "weighted" on receipt with items with a higher weighting, having more importance. The application would ideally contain in the specimen personal details section, at least the following information:

| Weighting | Detail Requirement |
|-----------|--------------------------------------------------------------------------------------------|
| 5 | Full name (including any middle names) |
| 5 | Date of birth and place |
| 1 | Current UK address |
| 5 | Any other address where correspondence may need to take place |
| 3 | Mobile phone number |
| 3 | Land line number |
| 2 | Where did you hear of this position? |
| 4 | Your reason for applying to Puffin Dive Centre |
| 3 | When do you cease work with your current position? |
| 3 | Education level on leaving school |
| 2 | Education level on leaving college/university |
| 5 | Employment history |
| 5 | Health history |
| 5 | Smoking and alcohol habits |
| 5 | Number of logged dives |
| 5 | Total number of dives |
| 5 | Highest diving qualification and date of attainment |
| 5 | First diving qualification and date of attainment |
| 4 | List any/all experience in the diving industry |
| 1 | How many years have you taught professionally? |
| 2 | How many students have you certified? |
| 3 | What type of activity within Puffin Dive Centre would be your preference? |
| 3 | What type of secondary activity at Puffin Dive Centre would be your preference? |
| 3 | What type of tertiary activity within Puffin Dive Centre would be your preference? |
| 3 | Do you have any other professional qualifications and list? |
| 2 | Do you have any skills, electrical, joinery, mechanical, DIY? |
| 5 | Do you have a criminal record? |
| 3 | Details of your driving licence and any convictions |
| 5 | Give 2 referees including organisation/occupation, address, post code and telephone number |

SPECIMEN CV DETAILS

The CV part of the application, can be in any format, however the questions that you are going to be asked and will form an additional part of the basis of any contract, are shown below and will be "weighted" on receipt with items with a higher weighting, having more importance. The application would ideally contain in the specimen CV details section, at least the following information:

| Our Diving Question | Your Answer | | | | | | | | | | | |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|--------------------|--|--|--|--|--|--|--|--|
| What year did you start diving | | | | | | | | | | | | |
| Number of verified, logged dives | | | | | | | | | | | | |
| Number of dives to date | | | | | | | | | | | | |
| Number of Dry Suit dives | | | | | | | | | | | | |
| Number of Deep Dives (over 30m) | | | | | | | | | | | | |
| Maximum depth on air | | | | | | | | | | | | |
| Locations dived around the world | | | | | | | | | | | | |
| What year did you get certified DM | | | | | | | | | | | | |
| What year did you get certified OWSI | | | | | | | | | | | | |
| Specialities held before Divemaster | 1 | 4 | | | | | | | | | | |
| | 2 | 5 | | | | | | | | | | |
| | 3 | 6 | | | | | | | | | | |
| Number of jobs in Dive Industry | <table border="1"> <thead> <tr> <th data-bbox="592 1352 1067 1391">Centre Name</th> <th data-bbox="1067 1352 1541 1391">Reason for Leaving</th> </tr> </thead> <tbody> <tr> <td data-bbox="592 1397 1067 1435"></td> <td data-bbox="1067 1397 1541 1435"></td> </tr> <tr> <td data-bbox="592 1442 1067 1480"></td> <td data-bbox="1067 1442 1541 1480"></td> </tr> <tr> <td data-bbox="592 1487 1067 1525"></td> <td data-bbox="1067 1487 1541 1525"></td> </tr> <tr> <td data-bbox="592 1532 1067 1570"></td> <td data-bbox="1067 1532 1541 1570"></td> </tr> </tbody> </table> | | Centre Name | Reason for Leaving | | | | | | | | |
| | Centre Name | Reason for Leaving | | | | | | | | | | |
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| | | | | | | | | | | | | |
| Instructor Specialties taught by CD | 1 | 6 | | | | | | | | | | |
| | 2 | 7 | | | | | | | | | | |
| | 3 | 8 | | | | | | | | | | |
| | 4 | 9 | | | | | | | | | | |
| | 5 | 10 | | | | | | | | | | |

| | | |
|----------------------------------------------|--------------------------------|----------------------|
| Instructor Specialties self applied | 1 | 6 |
| | 2 | 7 |
| | 3 | 8 |
| | 4 | 9 |
| | 5 | 10 |
| Teaching Certifications | Course | No of Certs |
| | Open Water Courses | |
| | Adv Open Water | |
| | Emergency First Response | |
| | Rescue Diver | |
| | Divemaster | |
| | Specialties | |
| | Discover Scuba Diving | |
| Number of courses taught | | |
| Number of courses team taught | | |
| Number of courses taught in UK | | |
| Members Forums (latest first) | Number Attended | Year Attended |
| | 1 | 5 |
| | 2 | 6 |
| | 3 | 7 |
| | 4 | 8 |
| Diving Qualifications other than PADI | Certifying Organisation | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

I declare that the information provided above and in connection with the application is correct and that Puffin Dive Centre can verify this information with the referees provided by me and the certifiing organisations listed.

| | | | |
|-----------|--|----------------|--|
| Signature | | Date | |
| Full Name | | Contact Number | |