



Tick every box before you upload. If you can't tick it, fix it first — employers pay to unlock your profile, and the CV they receive decides what happens next.

1. Contact details — top of page one

- ☐ Full name
- ☐ Personal email address — never your work email
- ☐ Mobile number, checked digit by digit for typos
- ☐ City and province where you live
- ☐ Whether you are willing to relocate
- ☐ Driver's licence code, and whether you have own transport
- ☐ Your notice period

2. Your job title

- ☐ Written exactly as it appears on your contract or payslip
- ☐ Not inflated — a Safety Officer is not a Safety Manager
- ☐ Acting roles written as acting, with the date you started acting
- ☐ Matches the role you selected on the SafetyTalent registration form

3. Qualifications — worded exactly as printed on the certificate

- ☐ NEBOSH: stated which one — IGC, NGC, International Construction Certificate or Diploma
- ☐ SAMTRAC: stated whether it was full SAMTRAC or an introductory / short course
- ☐ SACPCMP: category stated — CHSO, CHSM or CHSA — with your registration number
- ☐ SACPCMP status stated exactly — Candidate CHSO and registered CHSO are not the same
- ☐ SAIOSH: grade stated — Associate, Technical, Graduate or Chartered — with your number
- ☐ Year obtained and training provider given for every qualification
- ☐ Anything unfinished marked — in progress, expected [month / year]

4. Legal appointments

- ☐ OHS Act appointments with section numbers — 16(2), 8(2)(i), 17 SHE Rep
- ☐ Construction Regulations appointments — CR 8(1) CHSO, CR 8(5) — if applicable
- ☐ MHSA appointments — 2.9.2, 2.13.1, 3.1(a), 2.17.1 — if applicable
- ☐ First aid, firefighting, SHE committee and incident investigator appointments

5. Industry and site detail

- ☐ Sector named for every single role you list
- ☐ Mining: surface or underground stated, and the commodity named
- ☐ Project value, site headcount and contractor numbers given
- ☐ Site type stated — shutdown, greenfield, brownfield or operational

6. Results — numbers, not duties

- ☐ Three to five bullets under each role
- ☐ Headcount and contractors you were responsible for
- ☐ LTIFR, DIFR or TRIR movement during your time there
- ☐ Number of investigations completed, and the methodology — ICAM, TapRooT, 5 Why
- ☐ Audit results with scores — internal, client, DEL, DMRE or certification
- ☐ Number of risk assessments, HIRAs or safe work procedures you wrote
- ☐ Training delivered — sessions, attendees and topics

7. Systems and standards

- ☐ ISO standards listed — 45001, 14001, 9001, 31000
- ☐ Software named — IsoMetrix, Enablon, SHEQSYS, Intellex, SAP EHS or Excel-based
- ☐ Methodologies listed — HIRA, HAZOP, bow-tie, JSA, permit to work

8. Employment history

- ☐ Most recent role first, working backwards
- ☐ Month and year on every start date and every end date
- ☐ Employer's full name, plus the site or project
- ☐ Any gap longer than three months explained in one honest line

9. Format

- ☐ Word (.docx) or PDF, under 8 MB
- ☐ Two to four pages
- ☐ No photograph, no text boxes, no sidebars, no tables, no graphics
- ☐ One standard font throughout, black text, clear headings
- ☐ File named properly — Name_Surname_Role_CV.pdf

10. Leave these out

- ☐ ID number
- ☐ Photograph
- ☐ Marital status, religion and dependants
- ☐ Home street address
- ☐ Referees' contact details — write References available on request

Last check before you upload

- ☐ Everything on my CV matches what I entered on the SafetyTalent form
- ☐ Especially: job title, certifications, availability and salary expectation
- ☐ My salary expectation is an annual figure in Rands, not a monthly one
- ☐ The companies I blocked are written as company names, not descriptions

Not confident in your CV? Our CV revamp service rebuilds it in a clean, ATS-friendly format — R390, two business days.
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