SUPPORT WORKER CV READINESS GUIDE

What to prepare before approaching Olive Recruit or applying for your next care role

USE THIS GUIDE TO CHECK
Your professional profile
Your work experience and achievements
Your employment and education timeline
Your skills, training and compliance information
Confidentiality in every example
The information you may need for screening and onboarding

Keep this document with your CV. Tick each item only when the information is accurate and you can explain it confidently in an interview.

1. Make your experience easy to understand

Recruiters first need to identify the care setting, the people and needs you supported, and the practical skills you used.

PROFESSIONAL PROFILE CHECK
Years of relevant experience
Main care settings
People and needs supported
Three or four strongest skills
Any relevant driving or availability information

Example

Compassionate support worker with four years experience in supported-living and residential services, supporting adults with learning disabilities, autism, physical disabilities and mental health needs. Skilled in personal care, mobility support, positive behaviour support and accurate record keeping.

Do not claim a clinical or delegated task unless you have received the appropriate training and have been assessed as competent.

2. Build stronger work-experience entries

For each role, use three or four focused responsibilities and one outcome. More is not always better: choose evidence that matches the vacancy.

Include	Example prompt
Setting	Supported living, residential, community or mental health
People + needs	Adults with learning disabilities, autism, physical disabilities or complex needs
Responsibilities	Personal care, mobility, medication support, records, community access
Outcome	A safer process, improved participation, greater independence or consistent support

Stronger example

Provided person-centred support to six adults with learning disabilities, assisting with personal care, mobility, meal preparation and community activities while promoting dignity and independence.

CONFIDENTIALITY CHECK

No names, exact ages or addresses

No medication details or private care-plan information

No combination of details that could identify a person

Focus on your action and the outcome

3. Prepare your complete timeline

A public CV can stay concise, but screening and onboarding may require a full employment and education history. Keep one accurate master timeline so you do not have to remember dates under pressure.

MASTER TIMELINE
Month and year for each period
Secondary education and later study
Every job, including roles outside care
A brief explanation for each gap
A professional reason for leaving each position
Referee details for relevant periods, stored securely

Acceptable short explanations may include: job seeking, further study, family care, travel, relocation, a completed fixed-term contract or a planned career break. Be honest and consistent.

Do not place referee contact details, DBS certificate numbers, National Insurance numbers or identity-document information on a CV shared publicly.

4. Check skills, training and final details

SKILLS	TRAINING + COMPLIANCE
Personal care and daily living Mental health or behaviour support Physical health or mobility support Communication methods Records, incidents and safeguarding Delegated tasks you can evidence	Qualifications listed newest first Core training listed accurately Role-specific training included Completion or renewal dates checked DBS status described without certificate number Right-to-work and licence statements accurate

FINAL 10-POINT CHECK
Two to three pages
Clear contact details
Specific professional profile
Reverse chronological experience
Three or four bullets per role
One achievement where possible
No unexplained gaps in your master timeline
Relevant skills and current training
No confidential service-user information
Spelling, dates and contact details checked

Ready for your next role?

Olive Recruit specialises in health and social care recruitment, with particular expertise in complex care. Submit your CV or contact our team at oliverecruit.co.uk.