

**Boxes 1-5 The narrative.** These five small boxes describe briefly and honestly a person's life from the beginning to now and are written in the persons own words and style. In this way the MV can be updated by that person and will maintain continuity. The person will also be able to relate to the content of the MV and know that when they are called to an interview they can be completely honest. The MV does not record the year that something occurred because trying to remember a date can be stressful and is unnecessary.

**A photo**, smiling and confident because it is part of a document that they created. Convert the photo to a pdf. document, then browse, select and the photo will drop into the appropriate box.

**The person's ability to travel**, Ticking the appropriate boxes or simply writing I prefer to walk, removes the need for any potentially awkward questions.

**The persons phone and /or email address** or that of a trusted contact who can take a message.

**BOX 6** Written in the first person, the space for skills and attributes is far more than a list of jobs or qualifications, it is about the qualities which make that person unique.

**BOX 7** The persons appraisal of their current situation including any mental health difficulties, work preferences and learning style.

i.e. 'I prefer to work at night when it is quiet', 'I get very anxious in noisy crowded places', 'I learn very quickly when someone shows me what to do', 'I sometimes find a lot of verbal instructions confusing, so I like to take notes.'

**BOX 8** References, which are often from the professionals supporting that person.

Upon completing the template click on '**save as**' in the file menu. When printing out the Magna Vitae set the printer to '**double sided**' and '**flip on short side**'.

The boxes should not be expanded or extended. Extensive research has shown that this design is the optimum size to ensure that all the boxes will be read.

The Magna Vitae (MV) is a **three-fold brochure** style document. This design keeps it neat and easy to handle. The MV stands out from the traditional CV and invites people to open it to discover what is inside.

Not just for employment, the MV can be used whenever a person is meeting a new professional, applying for housing, seeking support from a charitable trust etc. Not having to repeatedly answer the same questions about life events, reduces stress and makes that first meeting a far more relaxed experience. The MV can be given to the person conducting the interview or emailed to them in advance.