**Template CURRICULUM VITAE (CV)**

**Guidance for Staff**

Your CV needs to demonstrate that you are qualified by education, training and experience to perform your role.

A standard template for CV is set out below

**CURRICULUM VITAE FOR RESEARCH TEAM PERSONNEL**

|  |  |
| --- | --- |
| **Name:** | |
|  | |
| **Present appointment:** *(Job title, department, organisation, date commenced.)* | |
|  | |
| **Address:** *(Full work address.)* | |
|  | |
| **Telephone number:** | **Email address:** |
|  |  |
| **Qualifications:** | |
|  | |
| **Professional Registration:** (Name of body, registration number and date of registration). | |
|  | |
| **Previous and other appointments:** *(Include previous appointments in the last 5 years and other current appointments.)* | |
|  | |
| **Relevant Training:** *(Details of any relevant training in the design or conduct of research, for example in the Clinical Trials Regulations, Good Clinical Practice, consent or other training appropriate to non-clinical research. Give the date of the training.)* | |
|  | |
| **Additional Relevant Information:** (optional) | |
|  | |
| **Signature:** | **Date:** |
|  |  |