**Template CURRICULUM VITAE (CV)**

**Guidance for Staff**

The CV in the training record folder needs to demonstrate that the staff member is qualified ‘by education, training and experience’ to perform his/her role.

A standard template for the CV has been provided below:

**CURRICULUM VITAE FOR RESEARCH STAFF PERSONNEL**

|  |  |
| --- | --- |
| **Name:** | |
|  | |
| **Present appointment:** *(job title, department, organisation, start date)* | |
|  | |
| **Address:** *(full work address)* | |
|  | |
| **Telephone number:** | **Email address:** |
|  |  |
| **Qualifications:** | |
|  | |
| **Professional Registration:** *(name of body, registration number and registration date)* | |
|  | |
| **Previous and other appointments:** *(previous appointments in the last 5 years and current appointments)* | |
|  | |
| **Relevant Training:** *(title and date of any relevant training on research design or conduct; for example, clinical trial regulations, good clinical practice, consent or other non-clinical research related topic)* | |
|  | |
| **Additional Relevant Information:** *(optional)* | |
|  | |
| **Signature:** | **Date:** |
|  |  |