**Personal details**

Name

(Date of birth)

Address

Phone:

Mobile:

Email:

**Education**

**PhD**: title, date and place where received, supervisor’s name/examiners’ names

**Bachelor’s and Master’s degrees:** details of where and what awarded and grade achieved.

Any other relevant awards, eg teaching qualifications

**Employment history**

**Institution**

This is where you show your career progression to date

* Lecturer (give dates)
* Senior Lecturer (dates)
* Reader (dates)
* Professor (dates)
* Dean (if applicable)
* Pro Vice-Chancellor, (if applicable)
* Deputy Vice-Chancellor, (if applicable)

**Appointments**

**Visiting appointments**

* List all consultant appointments and visiting lectureships/professorships to other institutions

**University appointments and contributions**

* List any departmental roles undertaken such as admissions tutor
* Also list any university committees, steering groups etc. (give dates)

**Research**

* List recent publications in order of importance and prestige

**External examining**

Give places and dates at which you have been an external examiner

**Community activities**

List any other leadership roles you have undertaken outside your career that may be relevant, such as being chair of school governors for example.

**Referees:**

List the names, postal addresses, phone numbers and email addresses of two referees who know your academic work well.

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