

CURRICULUM VITAE TEMPLATE

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1. Name: Surname, First Name Middle Name
2. Post Desired:
3. Present Position:
4. College/Department:
5. Place and Date of Birth: DD/MM/YYYY
6. Nationality:
7. State of Origin/Local Govt Area:
8. Marital Status:
9. Number and Ages of Children:
10. Residential Address: _____

11. Address for Correspondence: _____

Telephone No(s): _____ Mobile(s): _____
Institutional e-Mail Address: _____
12. Educational Institutions attended with dates (Starting with the Latest Date/Institution)
13. Academic Qualifications obtained with dates (Starting with the Latest: Date/Qualification/Subject)
14. Professional Qualification(s) with dates (Starting with the Latest)
15. Training/Professional courses attended with dates (Date/Qualification)
16. Membership of Professional bodies/societies (Date/Professional Body/Status/Type of Membership e.g. Full/Fellow/Associate/Coordinate etc)
17. Work Experience with dates
 - a. Work experience in the University
Courses taught at the University Level (subject area of specialization)
 - i. Undergraduate Programmes
 - e. g. FMS – Theory of Organisation, Organisational Behaviour comprising Management)
 - Arts – Arabic Philology, West African Literature, Classical Literature.
 - ii. Postgraduate Programmes
 - e. g. FMS – Theory of Organisation, Organisational Behaviour comprising Management)

- Arts – Arabic Philology, West African Literature, Classical Literature.
 - b. Work experience in other organisation(s)
(Date/Institution/Status/Responsibility)
18. Details of Administrative and Leadership Experience in the University system (Starting with dates)
- a. Administrative experience (Deanship, HoD etc)
 - i.
 - ii.
 - b. Other appointments in the University
 - i.
 - ii.
 - c. Resources (Human/Material) attracted to the University
 - i.
 - ii.
 - d. Local/Community Service (e.g. Religious/Social or Political)
 - i.
 - ii.
 - e. National/International Assignments (including external examinership, NUC Accreditation, Assessment for academic posts, Review of academic works for journals and academic publishers etc)
 - i.
 - ii.
19. Thesis/Dissertation/ (Indicate for which Degree/Discipline/Year/Institution Start with the highest Degree Date/Title/Degree/Institution)
20. Listing of Academic Publications
- a. **Books, Monograph or Patent**
Author(s), name (surname, Initial (middle name), first name), year, title, edition, number of volume, place of publication, publisher, e.g. Fakoya M. Sunday, Fagbohun A. Olanrewaju, 2002, Environmental Law and its Impact in Developing Nations, Lagos, Environmental Law Research Institute
 - b. **Chapter(s) in Book(s)**
Author(s) “chapter title” page range, in book title, editor(s), place of publication, publisher.
 - c. **Journal Articles**

Author(s), year, "title" Journal name, volume/issue, series, (if applicable), page range, (DOI) document object identification (if available)

d. Encyclopaedia entries

- i.
- ii.

e. Refereed Conference Proceedings

- i.
- ii.

f. Review Articles/Book Reviews

- i.
- ii.

g. Special e.g. Grant/fellowship, Web Presence, Award Winning Play/film, Landmark Judgement (Case)

- i.
- ii.

- 21. Research Interest (State Specific areas of investigation e.g. Gerontology as a specific area of interest in the subfield of Demography in Sociology.
- 22. Research in progress
 - i. List as many research projects as are in progress but provide details of only 3 stating, among others:
 - a. introduction
 - b. aims/objectives
 - c. methodology
 - d. expected result
 - e. contribution to knowledge/society
 - ii. Details for each project should be between 150 and 300 words.
- 23. Research Collaboration Experience (Date/Institution/Project)
- 24. Conferences/Workshops attended and papers presented with dates
 - i.
 - ii.
- 25. Extra Curricular activities
- 26. Referees
 - i. three (3) referees, 2 of whom must be academic who are familiar with the academic and scholarly progression of the candidate/applicant over a reasonable length of time. (Name/Institution/Address) stating

in what capacity (mentor, collaborator, teacher, degree project supervisor etc.

- ii. applicants/candidates whose referees have a wider geographical spread would earn additional credit.

27. Signature/Date