

**GUIDANCE NOTES FOR PROFESSIONAL SERVICES STAFF:-  
SUBMITTING A CURRICULUM VITAE**

These guidance notes have been drawn up to assist employees when submitting their CV for the purposes of the Redeployment Register.

To ensure clarity and consistency of information, we require the details to be presented in the following format:

**Curriculum Vitae:**

The applicant's CV should include the following information:

- Personal Details: Name, Department, Current Post, Date of Appointment to current post.
- Education/Qualifications: Details of degrees, diplomas and other qualifications, including where and when attained.
- Career History: List all appointments held during your career, with dates and in chronological order. Also include details of the main responsibilities of your current post and other posts you may have held during the last 5 years, providing an explanation for any gaps in employment.
- Contribution and Achievements: State any activities or achievements which show what you have done and indicate your credibility and potential.