**CURRICULUM VITAE FORMAT FOR NON-TEACHING STAFF OF THE UNIVERSITY**

1. **Personal Data:**
2. Full Name (Surname first)
3. Date of Birth
4. Details of Contact Addreess:
   1. E-mail Address(es):
   2. Mobile Phone Number(s):
5. Nationality
6. State of Origin
7. Local Government Area
8. Permanent Home Address
9. Marital Status
10. Number of Children and their Ages
11. Next of Kin
12. Details of Contact Address of Next of Kin:
    1. E-mail Address(es):
    2. Mobile Phone Number(s):
    3. Permanent Home Address:
13. Date of Assumption of Duty
14. Rank/Status of First Appointment
15. Present Status
16. Date of Last Promotion
17. Present Salary, Grade Level and Step
18. Date of Confirmation of Appointment
19. Faculty/Directorate
20. Department/Unit
21. **Educational Background:**
22. Higher Educational Institutions Attended with Dates
23. Academic/Professional Qualifications and Distinctions Obtained with Dates
24. Other Distinctions and Awards with Dates
25. **Work Experience with Dates:**
26. Work Experience in University of Medical Sciences
27. Previous Work Experience in other University
28. Previous Work Experience outside the University System with Dates
29. **Membership of Professional Bodies:**
30. **Professional Accomplishment:**
31. **Conferences, Seminars and Workshops Attended with Dates:**

Signature: ……………………………………………. Date: ……………………………………..