Quality Control Document:

Employee CV

# Purpose

This document contains a CV template. It is expected that all University of Birmingham (UoB) employees, who are involved in clinical research, have an up-to-date CV that is signed and dated. Employees can use this document to evidence their education, experience, and work history.

# Instructions

1. Remove this first instruction page.
2. Update the document’s header with your name and retain the reference to this quality control document (QCD) in the footer.
3. If required, modify the CV template to best reflect your own circumstances i.e. removing and/or amending headings.
4. Create your CV, and sign & date it once completed.
5. Keep your CV up to date and on file.

# Related documents

* UoB-TRN-SOP-001 Training SOP
* UoB-TRN-QCD-002 Employee Training Record
* UoB-TRN-QCD-003 Training Attendance Log

Access to the full UoB QMS for clinical research is available via the [CRCT website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | |  | | | | | |
| Surname | |  | | | | | |
| First names | |  | | | | | |
| Positions within the University of Birmingham | | | | | | | |
| Date | | Position held | | | | | |
|  | |  | | | | | |
|  | |  | | | | | |
| Previous relevant experience | | | | | | | |
|  | | | | | | | |
| Education | | | | | | | |
|  | |  | | | | | |
| Previous employment | | | | | | | |
|  | |  | | | | | |
| Honours and awards | | | | | | | |
|  | |  | | | | | |
| Presentations and publications (include those relevant from the last 5 years) | | | | | | | |
|  | |  | | | | | |
| Professional memberships and activities | | | | | | | |
|  | |  | | | | | |
|  | |  | | | | | |
| Signature: | |  | | Initials: |  | Date (dd-mmm-yyyy): |  |