

**FORM SNASCV (ACADEMIC YEAR \_\_\_\_\_)**

**SENIOR NON-ACADEMIC STAFF CURRICULUM VITAE**

**SECTION A: GENERAL INFORMATION**

1A. Name: \_\_\_\_\_

Staff No.: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Faculty: \_\_\_\_\_

2A. Present Post:

**Post**

**Date**

\_\_\_\_\_

**SECTION B: Qualification(s)**

**1B. Academic Qualifications**

(a) Degree (with dates and granting bodies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Diplomas and Professional qualifications (with dates and granting bodies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION C: Experience**

**1C. Professional Experience**

(a) Employment/Professional experience BEFORE appointment in the University  
(indicating clearly whether full or part-time)

**1.**

**Post**

**Date**

\_\_\_\_\_

(a) Schedule of Duties

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**2.**

**Post**

**Date**

\_\_\_\_\_



(b) Schedule of Duties

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- vi. \_\_\_\_\_

**3. Post**

**Date**

\_\_\_\_\_

(c) Schedule of Duties

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- vi. \_\_\_\_\_

**3C. Administrative Experience – Committee Work and General Contribution**  
*(Period of Full-Time Appointment in the University)*

(a) Headship/Co-ordinatorship Experience

**Post**

**Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Service on Committees

**Committee**

**Post Head**

**Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service to Relevant Public Bodies:

<b>Public Body</b>	<b>Position &amp; Nature of Assignment</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4C. **Award/Distinction**

<b>Award/Distinction</b>	<b>Date</b>
_____	_____
_____	_____
_____	_____
_____	_____

5C. **Conferences and Seminars Attended**

<b>Conferences and Seminars (Title &amp; Place)</b>	<b>Date</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. **Extra-Curricular Activities**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature & Date*