

# UNIVERSITY OF THE WEST OF SCOTLAND

## C.V. APPLICATION GUIDELINES

***Please complete the 2 page application form as well as your C.V.***

1. Before submitting your application, please read all the information relating to the post. You should refer to the advert, job description and person specification. **The criteria contained in the person specification are used for shortlisting so it is essential that you provide evidence/examples to demonstrate how you fulfil the criteria under the various headings** (ie. qualifications, experience, skills/knowledge/understanding, personal qualities etc.)
2. Please look at each of these headings and give evidence to show how you match the requirements specified.

You may do this by either: -

- a. Sending a covering letter/supporting statement along with your C.V.
- b. Including the information in your up-to-date C.V.

(Additional note for academic and research staff only – you may wish to describe your experience under the sub-headings of: teaching, research, industrial/professional/consultancy, managerial and administrative. Please list details of publications or grant income on a separate sheet(s) where appropriate).

3. Please include a statement of your career aims/ambitions and the reasons for applying for this post.

It would be helpful also if you could list your main achievements in your career to date (bullet points will suffice).

4. When providing details of your employment history, please list your present (or most recent) employer first, with name and address of employer and date of commencement (or date of leaving).
5. References – please provide details as requested on the application form.