# CV template concerning the application for employment as adjunct professor

The following instructions apply for applicants and aim to facilitate the handling of applications:

1. The CV template should be used with retained numbering.
2. Applications should be written in English.
3. Applications shall be addressed to the President (a signature is not necessary).
4. Apply online via the KTH recruitment system. You must attach your certificates, etc. to your application in one file. Publications are uploaded separately.
5. KTH conducts reference checks on the candidate proposed for the position.

|  |  |
| --- | --- |
|  | The application of employment as Adjunct Professor in <subject area>. |
|  |
| **1.** | **PERSONAL DATA** |
| 1.1 | Name |
| 1.2 | Date of Birth |
| 1.3 | Man/Woman |
| 1.4 | Home address and telephone number |
| 1.5 | Contact address, telephone, e-mail address |
| 1.6 | Present position including an exact job title and date employment started. Attach certificate of employment. |
| 1.7 | Previous employments, titles and timeperiods |
|  |  |
| **2** | **DEGREES** |
| 2.1 | Academic degrees including year of graduation (M.Sc, PhD, etc) Attach certificates. |
| 2.2 | Other degrees. Attach certificats. |
|  |  |
| **3** | **ASSIGNMENT OF TRUST** |
| 3.1 | Board member within companies and authorities |
| 3.2 | Membership of boards, committees or advisory groups for standardization, legislation or policy |
| 3.3 | Membership of international/national research councils, other research-funding boards, programs, committees or advisory groups |
| 3.4 | Membership of university boards or councils. |
|  |  |
| **4** | **RESEARCH EXPERTISE**  |
| 4.1 | Development of and participation and collaboration in national and international professional networks. |
| 4.2 | Leadership within research and development that you would like to bring to our attention, such as leading international/national research projects. |
| 4.3 | National/international grants which have been appropriated. Larger sums appropriated to applicant as main project leader or co-leader (indicate main project leader and other co-leaders). Enclose copies of your appropriated grants. |
| 4.4 | Participation in national and international conferences and seminars. Indicate types of activity, plenary speaker, special invitation speaker, poster, chairman chip etc. |
| 4.5 | Memberships of academies and participation in seminars, holding lectures and administrative and representative duties in the context of assessment and investigation.  |
| 4.6 | Expert commissions such as participation in assessment committees |
| 4.7 | National and international awards |
| 4.8 | The holding of patents, contribution to patents or other documented contributions to innovation processes or concept and product development that resulted in business and operational development. |
| 4.9 | Miscellaneous - in this section you could provide numbered lists of publications (if there are less than ten co-authors, state all named in the order published) if you wish to bring such to our attention. |
|  |  |
| **5** | **PEDAGOGIC SKILLS** |
| 5.1 | In this section you should focus on individual guidance, for example, research projects and development work within your own company or organization, or through other mentorship or supervising degree projects, licentiate or doctorate degrees.  |
| 5.2 | Pedagogic experience and in the industry, within authorities or university environments, for example through documented responsibility for degree or course programs, or roles assuming responsibility in competence developing cooperation project at the company/organization, within authorities or university environments, as well as publications in popular science. |
| 5.3 | Reflect on learning in your subject area and describe your knowledge of current educational development. |
| **6** | **LEADERSHIP SKILLS**  |
| 6.1 | Leadership within your organization |
| 6.2 | Leadership in external collaboration projects, for example, with higher education institutions |
| 6.3 | Leadership experience from both strategic and operative reorganization |
| 6.4 | Leadership within innovation, entrepreneurship and/or your own company. Project management that has led to products/services of significant value to the company/organization. |
| 6.5 | Individual leadership training and knowledge of/experience with diversity and equal treatment issues with a particular focus on gender equality |
| 6.6 | Miscellaneous - in this section you can focus on your experiences from other parts of society, where your leadership has been beneficial. |
| 6.7 | Two references, with names, title, company, telephone number and e-mail address of the references.  |