

PRESBYTERIAN UNIVERSITY COLLEGE, GHANA

Date:.....

.....
.....
.....
.....

RE: APPLICATION FOR EMPLOYMENT

Thank you for expressing interest in our institution.

Please complete the attached application form and return fifteen (15) photocopies of it with the following attachments:

- Fifteen (15) photocopies of your updated Curriculum Vitae
- Fifteen (15) photocopies each of all your Certificates and Academic Transcripts
- Two (2) stamped self-addressed envelopes
- Two Passport-size Photographs

We will also require three confidential reports from your referees in sealed envelopes.

We would appreciate a quick response to these requests.

Yours faithfully,

**E.O. AGYENIM BOATENG [PhD]
DEPUTY REGISTRAR
FOR : REGISTRAR**

CONFIDENTIAL

**PRESBYTERIAN UNIVERSITY COLLEGE,
GHANA**

APPLICATION FORM

PROFESSIONAL, TECHNICAL AND ADMINISTRATIVE

[NON-TEACHING] SENIOR MEMBER

APPLICATION FOR APPOINTMENT AS

(Status/ Position Sought).....

IN /OF (Subject).....

IN THE DEPARTMENT OF

- ATTACH TRANSCRIPTS FOR ALL YOUR FIRST DEGREE AND HIGHER DEGREE QUALIFICATIONS

1. PERSONAL PARTICULARS

Surname [Block Letters].....

First Name.....

Address in full

.....

.....

..... Telephone No

Nationality Home-Town

Nationality at birth (if different)

Former Names (if any)

Surname at birth (if different)

Date and Place of birth

Marital Status

Number of children

Sons Age(s) respectively

Passport
Photograph

Daughters Age(s) respectively

1. EDUCATION AND QUALIFICATIONS

A. Pre-University Education – Secondary Schools, Technical Schools, Commercial Schools, Polytechnics, Training Colleges (Complete as applicable)

I. Secondary Schools

(a) Name of Institution Attended	Date	
	From	To
.....
.....
.....

(b) Qualifications(s) earned

Type	Subjects	Date Obtained	Grade / Class
.....
.....
.....
.....
.....

II. Technical Schools

(a) Name of Institution Attended	Date	
	From	To
.....
.....
.....
.....

--	--	--

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade / Class
.....
.....
.....
.....
.....
.....

III. Commercial Schools

(a) Name of Institution Attended	Date	
	From	To
.....
.....
.....
.....

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade / Class
.....
.....

.....
.....
.....
.....

IV. Polytechnic

(a) Name of Institution Attended	Date	
	From	To
.....
.....
.....
.....

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade / Class
.....
.....
.....
.....
.....
.....

V. Training Colleges

(a) Name of Institution Attended	Date	
	From	To
.....

.....
.....
.....

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade / Class
.....
.....
.....
.....
.....
.....

VI. Professional Courses

(a) Name of Professional Institute/Institution	Date
.....
.....
.....
.....
.....

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

B. University Education (Universities attended with dates)

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

III. RESEARCH AREA

.....

.....

.....

.....

.....

4. EMPLOYMENT

1. Previous Appointments (Other than Teaching)

Type		Name and Address of Employer	Position held and work involved	Reasons for Leaving
From	To			

II. Previous Teaching Appointments

Institution	Type		Name and Address of Employer	Reasons for Leaving
	From	To		

III. Present Employment

Present Salary.....
Present Scale/Range.....
Allowances.....Others.....

Name and Address of Employer	Date of Assumption	Position held and work involved/Subject taught if relevant

PUBLICATIONS (ALL references cited must be exact and complete)

A Books Published (Please indicate publisher and date of publication)

1.
2.

3.
4.
5.
6.
7.
8.

B **Articles (In referred journals indicating names of journal date and pages)**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

C. **Conferences attended and papers presented**

- 1
- 2
- 3
- 4
- 5

D. **Newspaper Articles**

- 1
- 2
- 3
- 4
- 5

Unpublished paper accepted for publication in referred journals. Evidence of acceptance must be provided.

1.
2.
3.
4.
5.
6.
7.

Names and Addresses of three referees at least two referees under whom you have worked in the academic field.

1.
2.
3.

GENERAL

1. Names of learned or professional association of which you are a member.
.....
.....
.....
.....
2. Extra-curricular activities in which you are interested
.....
.....
.....
.....
3. Indicate other subject areas which you are qualified to teach (Preference will be given to applicants who can teach more than one subject area)
.....
.....
.....
.....
4. If engaged, how soon after notification of selection could you assume duty?
.....
.....
.....

DECLARATION

I certify that every information I have given on this form is correct. I understand that any wrong statement I made render me liable to disqualification or instant dismissal if employed.

.....
Signature of Applicant

.....
Date