

PREBYTERIAN UNIVERSITY, GHANA

Date:.....

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RE: APPLICATION FOR EMPLOYMENT

Thank you for expressing interest in our institution.

Please complete the attached application form and return seven (7) photocopies of it with the following attachments:

- Seven (7) photocopies of your updated Curriculum Vitae
- Seven (7) 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.

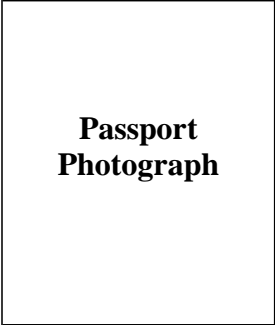
We would appreciate a quick response to these requests.

REGISTRAR

PRESBYTERIAN UNIVERSITY, 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

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 |
|-------|----------|---------------|---------------|
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II. Technical Schools

| (a) Name of Institution Attended | Date | |
|----------------------------------|-------|-------|
| | From | To |
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(b) Qualification(s) earned

| Type | Subjects | Date Obtained | Grade / Class |
|-------|----------|---------------|---------------|
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III. Commercial Schools

| (a) Name of Institution Attended | Date | |
|----------------------------------|-------|-------|
| | From | To |
| | | |
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(b) Qualification(s) earned

| Type | Subjects | Date Obtained | Grade / Class |
|-------|----------|---------------|---------------|
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IV. Polytechnic

| (a) Name of Institution Attended | Date | |
|----------------------------------|-------|-------|
| | From | To |
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(b) Qualification(s) earned

| Type | Subjects | Date Obtained | Grade / Class |
|-------|----------|---------------|---------------|
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V. Training Colleges

| (a) Name of Institution Attended | Date | |
|----------------------------------|-------|-------|
| | From | To |
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(b) Qualification(s) earned

| Type | Subjects | Date Obtained | Grade / Class |
|-------|----------|---------------|---------------|
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VI. Professional Courses

| (a) Name of Professional Institute/Institution | Date |
|--|-------|
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(b) Qualification(s) earned

| Type | Subjects | Date Obtained | Grade/Class |
|------|----------|---------------|-------------|
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B. University Education (Universities attended with dates)

| (a) Name of Institutions Attended | Date | |
|-----------------------------------|------|----|
| | From | To |
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(b) Qualification(s) earned

| Type | Subjects | Date Obtained | Grade/Class |
|------|----------|---------------|-------------|
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III. RESEARCH AREA

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4. EMPLOYMENT

1. Previous Appointments (Other than Teaching)

| Type | | Name and Address of Employer | Position held and work involved | Reasons for Leaving |
|------|----|------------------------------|---------------------------------|---------------------|
| From | To | | | |
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II. Previous Teaching Appointments

| Institution | Type | | Name and Address of Employer | Reasons for Leaving |
|-------------|------|----|------------------------------|---------------------|
| | From | To | | |
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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 |
|------------------------------|--------------------|--|
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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.
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2. Extra-curricular activities in which you are interested
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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)
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4. If engaged, how soon after notification of selection could you assume duty?
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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.

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Signature of Applicant

.....
Date