

# 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**

### **SENIOR STAFF POSITION**

**Passport  
Photograph**

#### **APPLICATION FOR APPOINTMENT AS**

(Status/ Position Sought).....

IN THE DEPARTMENT OF .....

#### **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/Technical Schools**

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

**(b) Qualifications(s) earned**

Type	Subjects	Date Obtained	Grade / Class
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
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**II. Polytechnic**

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

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

(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
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

(b) Qualification(s) earned

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

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(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

4. **EMPLOYMENT**

I. Previous Appointments

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

II. Present Employment

Present Salary.....

Present Scale/Range.....

Allowances.....Others.....

PUBLICATIONS (ALL references cited must be exact and complete)

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

1. ....
2. ....
3. ....

Names and Addresses of three referees at least one referee should be from a recognise university/polytechnic.

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. 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.

.....  
Signature of Applicant

.....  
Date