

UNIVERSITY COLLEGE OF EDUCATION OF WINNEBA

APPLICATION FORM

PROFESSIONAL / TECHNICAL / ADMINSTRATIVE POSTS

Four copies of this Application Form should be completed and forwarded together with three passport size photographs; to the REGISTRAR, UNIVERSITY OF COLLEGE OF EDUCATION OF WINNEBA, GHANA

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Application for Appointment as (please indicate the post and subject of interest).....
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1. Personal particulars

Surname(BLOCK LETTERS).....

Other Names.....

Present Address.....
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Age..... Date of Birth.....

Place of Birth..... Home – Town.....

Nationality and how acquired.....

If naturalised citizen, give number and date of certificate and name in which it was granted

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Married or Single..... If Married, full name of Husband / Wife

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Children (Name and Ages).....
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Passport number(s) held by yourself ,wife and each child, with dates(s) and place(s) of issue and dates of expiry:

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2. Education

School(s) attended (secondary/ commercial/ technical) with dates:

School	Date		Details of Examination Results	
	From	To	Certificate Awarded	Subjects Studied

College / University or other similar institution with dates:

Particulars of qualifications. State when and where obtained with details of examinations passed (indicate class, distinction, etc.)

3. Record of Employment

(i) Previous Employment(s)

Date		Name and Address of Employer	Position held and work involved /Subject taught	Reasons For Leaving
From	To			

(ii) Present Employment

Present Salary.....Salary Scale.....

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

4. State details of Teaching / Research / Professional / Administrative experience (including publications if any) relevant to the post you are applying

5. GENERAL

- (a) Have you any objective to reference being made to any of the employers named by (including your present employer)?

- (b) Have you ever suffered from any physical disability including nervous trouble such as nervous breakdown or strain, however slight?

- (c) Have you ever been convicted in a criminal or military court? If yes, give brief particular of the offence.

- (d) Are you bonded to serve in any other capacity? If so give details.

- (e) What are your hobbies and past-times?

- (f) If engaged, how soon after notification of selection could you assume duty?

6. The Space below may be used for any additional information you wish to give:

7. NAMES AND ADDRESSES OF THREE REFEREES:

(At least two of them should be able to report on your academic/administrative competence. Name of relatives must not be given).

(i)

(ii)

8. DECLARATION:

I certify that the information given on this form is correct, I understand that any wilful misstatement renders me liable to disqualification or instant dismissal if engaged.

.....

Date:.....

Signature of Applicant

N.B. The Principal does not undertake to inform unsuccessful applicants of the reason for their rejection.

If you are in the Government or other Public Service this form must be sent through your Head Department.

(To be completed by the Head of Department concerned)

I consider/do not consider the candidate to be qualified in terms of the advertisement. I recommend/ do not recommend him/her for the vacancy. My reasons are given below:

Signed.....

Date