



# UNIVERSITY OF EDUCATION, WINNEBA

CONFIDENTIAL

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## APPLICATION FORM

Senior Member Academic/Professional, Technical and  
Administrative Positions

A copy of this form should be downloaded and completed. Fourteen (14) photocopies should be made after completion. Attach to each of the completed forms your up-dated curriculum vitae, photocopies of your first and higher degree certificates, academic transcript, two (2) stamped self-addressed envelopes and forward together with three sealed referees reports to the **REGISTRAR, UNIVERSITY OF EDUCATION, WINNEBA P.O. BOX 25, WINNEBA, CENTRAL REGION, GHANA**

### Application for Employment as

.....  
(Please state clearly the post being applied for)

**in/of**

.....  
(Subject of Interest/area of specialization)

**in the**

.....  
(Please state specific Department/Section/Unit)

## 1. PERSONAL PARTICULARS

Surname (BLOCK LETTERS).....  
 Other Names .....  
 Current Address in full .....  
 .....  
 .....  
 Email address..... 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..... Name of spouse..... Number of children.....

**Provide name (s) and date (s) of birth of children:**

S/N	Name	Date of Birth	Age

## 2. EDUCATION AND QUALIFICATIONS

### A. Pre-Tertiary Education

Secondary School, Technical School, Commercial School, Polytechnic, Training College etc.

Name	Location/ Country	Date (From - To)	Certificates awarded	Subjects studied

**B. College/Tertiary Education**

Name	Location/ Country	Date (From - To)	Class of degree & distinctions etc.	Details of examinations passed

**3. EMPLOYMENT**

**A. Previous Appointments (Other than Teaching)**

Date (From)	Date (To)	Name and Address of Employer	Position held	Reasons for Leaving

**B. Previous Teaching Appointments**

Institution	Date (From)	Date (To)	Full/Part-Time	Subject Taught and at what level

**C. Present Employment**

Present Salary .....

Salary Scale/Range .....

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

Name and Address of Employer	Date of Assumption	Position held

## 4. PUBLICATIONS

(Complete as applicable)

### A. Books (Please indicate publisher and date of publication)

- i)
- ii)
- iii)
- iv)
- v)

### B. Articles (In refereed journals indicating names of journal, date and pages)

- i)
- ii)
- iii)
- iv)
- v)

### C. Newspaper Articles

- i)
- ii)
- iii)
- iv)
- v)

### D. Conferences attended and papers presented

- i)
- ii)
- iii)
- iv)
- v)

### E. Unpublished papers accepted for publication in refereed journals. Evidence of acceptance must be provided.

- i)
- ii)
- iii)
- iv)
- v)

## 5. 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)

Name	Address

## 6. GENERAL

(Complete as applicable)

(i) Names of learned or professional association of which you are a member.

(ii) Indicate other subject areas which you are qualified to teach. (Preference will be given to applicants who can teach more than one subject area)

(ii) Have you any objection to reference being made to any of the employers named by you (including your present employer)?

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

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

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

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

## 7. DECLARATION

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

.....  
Signature of Applicant

.....  
Date

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

Date Received.....

Short listed    [Yes]    [No]