**UNIVERSITY OF EDUCATION, WINNEBA**



**APPLICATION FOR PROMOTION**

**(JUNIOR/SENIOR STAFF)**

This is to be completed in block letters (two copies) and returned to the Registrar, University of Education, Winneba.

1. Application for promotion to:………………………………………………………………………

2. In the Department of:……………………………………………………………………………….

3. Name in full:………………………………………………………………………………………..

4. Telephone Number(s):………………………………………………………………………………

5. Present Department:………………………………………………………………………………..

6. Present Position/Post:……….………..…………………………………………………………….

7. Date of appointment to present post/position:………………………………………………………

8. Present Duties/Responsibilities:……………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………

9. Name of Institution and Certificates with dates obtained e.g. MSLC, GCE ‘O’ Level, SSSCE, Diploma, Degree (attached copies of certificates)

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………

10. Any other relevant information:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………..

………………………………. ……………………………..

 SIGNATURE DATE

**UNIVERSITY OF EDUCATION, WINNEBA**

**CONFIDENTIAL REPORT FORM**

**(JUNIOR/SENIOR STAFF)**

This form is to be completed by the Head of Department/Section and sent separately to the Deputy Registrar, Human Resource for processing. Delays in submitting this report will deprive the employee of a timely response to his/her application.

a. Name of applicant:……………………………………………………………………………………

b. What was the applicant’s attitude to work?:.........................................................................................

 ………………………………………………………………………………………………………

c. Did he/she have a sense of responsibility in relation to his/her work?:................................................

 ………………………………………………………………………………………………………

d. Did he/she show maturity in critical situations?:..................................................................................

 ………………………………………………………………………………………………………

e. What was his/her level of contribution to the work of the university?:................................................

 ………………………………………………………………………………………………………

f. Was the applicant capable of doing independent work?:......................................................................

 ………………………………………………………………………………………………………

g. How did he/she manage his/her working tools and other resources?:..................................................

 ………………………………………………………………………………………………………

h. How well or otherwise, did he/she supervise subordinate staff (if applicable):……………………..

 ………………………………………………………………………………………………………

i. Was the applicant punctual to work?:...................................................................................................

j. Was he/she regular at work?:................................................................................................................

k. Was the applicant willing to accept additional responsibilities?:……………………………………

 …………………………………………………………………………………………………..……

l. How did he/she discharge those responsibilities?:...............................................................................

 ………………………………………………………………………………………………………..

m. Did he/she have the ability to take initiative?:......................................................................................

 ………………………………………………………………………………………………………

n. How did he/she relate to others?:..........................................................................................................

 ………………………………………………………………………………………………………

o. Any special or additional comments on the applicant………………………………………………

 ……………………………………………………………………………………………………………………………………………………………………………………………………………….

 Based on the above, the applicant’s promotion is recommended/not recommended/deferred.

 If deferred, please indicate (number of weeks or months………………………………)

 …………………………………. ………………………………..

 \*Name of Head of Section Signature of Head of Section/Unit

 Date:……………………………………………..

 …………………………………. ………………………………..

 Name of Head of Department Signature of Head of Section/Unit

 Date:……………………………………………..

Signature of Registrar:……………………………………….

Date:………………………………………..

\*Applicable where the head of section is not the same as the head of department.