

**UNIVERSITY OF CAPE COAST – GHANA**  
**APPLICATION FORM**  
**(SENIOR MEMBERS - TEACHING)**

*This Application Form (when fully completed) should be forwarded (with copies required) together with three Passport Photographs to: The Registrar, University Of Cape Coast, Cape Coast, Ghana. OR to: The Senior Assistant Registrar, Universities of Ghana Office, 321, City Road, London, EC1V 1LJ.*

Application for Appointment as (please indicate Post/ Rank) .....

Department: .....

(1) Personal Particulars - Surname (Block Letters): Prof./ Dr./ Rev./ Mr./ Mrs./ Ms. ....

Other Names: .....

Present Address: .....

.....

Age: ..... Date of Birth: .....

Email: .....

Tel.: .....

Place of Birth ..... Home Town .....

Region : ..... Nationality : .....

Religion (if any) ..... Denomination .....

If naturalized citizen, give number & date of Certificate and Name in which it was granted: .....

.....

Married  // Single

If married, full name of Husband / Wife .....

Children (Names, Dates of Birth & Ages) Date of Birth Age

1. ....

2. ....

3. ....

4. ....

5. ....

Passport Number(s) held by Yourself, Wife/ Husband and each Child, with Date(s) and Place(s) of Issue and Date(s) of Expiry:

1. ....

2. ....

3. ....

4. ....

5. ....

**(2) Education**

**(a) School(s) attended – Secondary / Commercial / Technical**

Secondary / Commercial / Technical	Date		Programmes / Subjects Studied
	From	To	
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**(b) University or Other Similar Institution attended**

University / Similar Institution	Date		Programmes / Subjects Studied
	From	To	

**(c) Qualifications with detailed Particulars: When & Where obtained;**

Certificates Awarded	Year Obtained	Where Obtained	Details of Examinations Results (Class, Distinctions, etc.)

**(3) Record of Employment**

[i] **Present Employment** - Present Salary ..... Salary Scale .....

Institution and Address	Date of Assumption	Position held, Work involved, and Subject taught if relevant

Name of Head of Dept./Institution: .....

Address: .....

[ii] **Previous Employment(s)**

Institution	Date		Position Held / Reasons for Leaving
	From	To	

4. (a) **Details of Teaching / Research / Professional**, relevant to the Post being applied for:

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(b) **Publications:**

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(5) **GENERAL :**

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

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b) Have you any form of Physical Disability? Give brief details.

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c) Have you ever been convicted in a Court? If yes, give brief particulars of the offence.

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

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e) What are your hobbies and past-times?

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(6) If Appointed, how soon after notification could you assume appointment? .....

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(7) **Names and Addresses of Three Referees** *(At least one should be a person under whom you have studied, another under whom you have worked. Names of relatives are not accepted.)*

[1] Name: .....

Occupation: .....

Address: .....

.....

Tel: ..... E-mail: .....

Connection with Applicant: .....

[2] Name: .....  
 Occupation: .....  
 Address: .....  
 .....  
 Tel: ..... E-mail: .....  
 Connection with Applicant: .....

[3] Name: .....  
 Occupation: .....  
 Address: .....  
 .....  
 Tel: ..... E-mail: .....  
 Connection with Applicant: .....

**(8) DECLARATION:**

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

.....  
*Signature of Applicant*

Date .....

*\*(You may use attached sheet for further information, if you wish)*

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

**PART II**

*If you are in a Government Institution or other Public Service, this FORM must be sent through your Head of Department who should complete the portion below.*

***(To be completed by Head of Department concerned)***

**(9)** 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:

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.....  
 Signature of Head of Department

Date .....

