



University of Education, Winneba

CONFIDENTIAL

UEW DHR II FORM

Affix Passport Photograph

Application form Junior and Senior Staff Positions

A copy of this form should be downloaded and completed. Twelve (12) 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, 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 the

.....
(Please, state specific department /Section/Unit)

1. PERSONAL PARTICULARS

Surname (BLOCK LETTERS).....

Other Names

Current Address in full

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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. Name of Institution(s) Attended

S/N	Secondary/College/University	Date (From)	Date (To)

B. Qualification(s) earned:

S/N	Qualification (s)	Date Obtained	Aggregate/Class Obtained

3. EMPLOYMENT

A. Previous Appointment(s)

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

B. Present Employment

Present Salary.....

Name and Address of Employer	Date of Assumption	Position held

4. NAMES AND ADDRESSES OF THREE REFEREES

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

Name	Address

5. GENERAL

(a) Have you any objection to reference being made to any of the employers named by you (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 particulars 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. ADDITIONAL INFORMATION

The space below may be used for any additional information you may wish to give.

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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]