



UNIVERSITY OF MINES AND TECHNOLOGY (UMAT)

PO Box 237, Tarkwa, Ghana, Tel: +233 362 20324/20280 Fax: +233 362 20306 Email: registrar@umat.edu.gh

APPLICATION FOR APPOINTMENT FORM

(This form is to be completed and returned (ten copies) to the Registrar (University of Mines and Technology, Tarkwa, or to the Universities of Ghana Office, 321, City Road, London, EC IV 11J)

POSITION

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(State clearly the post for which application is being made)

IN THE DEPARTMENT OF

1 PERSONAL PARTICULAR

(a) Surname (Miss/Mrs/Mr/Dr/Prof).....

(USE BLOCK LETTERS)

(b) First or other Names.....

(c) Present Address in full.....

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(d) Telephone No.....

(e) Nationality.....

(i) Nationality at birth (if different).....

(ii) Surname at birth (if different).....

(iii) If naturalized citizen, give number and date of certificate.....

And name in which it was granted (important).....

(iv) Aliens registration number (important).....

(f) Date and place of birth.....

(g) Whether single, married or widow / widower.....

(h) Full name and nationality at birth of:

Father..... Nationality.....

Mother (Maiden name)..... Nationality.....

Husband or wife (maiden name).....Nationality.....

(i) Number of Children

Name..... Date of Birth.....

Name..... Date of Birth.....

Name..... Date of Birth.....

2. Education

(a) Where Educated

Secondary School/College/University	Dates	
	From	To

(b) Qualifications (degrees, certificate, diplomas, with classes, distinctions, etc.) and membership of professional bodies, giving the dates on which each was obtained: (photocopies of certificates should be attachment.)

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3. TEACHING / RESEARCH / PROFESSIONAL / INDUSTRIAL EXPERIENCE

(a) Present Employment

From	To	Name and address of employer	State (A) Position Held (B) Subject Taught/ Particular of Work (c) Salary
			(A) (B) (C)

(b) Previous Employment

From	To	Name and address of employer	State (A) Position Held (B) Subject Taught/ Particular of Work (c) Full-time or Part-time
			(A) (B) (C) (D) Reason for Leaving
			(A) (B) (C) (D) Reason for Leaving

(C) State further details of teaching/research/professional/industrial experience

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4 Publications/Exhibitions (with dates)

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5 GENERAL

(a) Have you ever lived in tropical climate? Yes No

If yes, state

Country	Period

(b) If engaged, how soon after notification of selection can you leave for Ghana or assume duty?

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6. ANY OTHER ADDITIONAL INFORMATION

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7. NAME AND ADDRESSES OF THREE REFEREES

(1).....
(2).....
(3).....

8. CERTIFICATION BY APPLICANT

I certify on my honour that all the information given on this form is correct. I understand that concealment of any facts or declaration of any intentional false statement(s) will be considered sufficient grounds for non-employment or for subsequent dismissal.

Signature of Applicant.....

Date.....