



UNIVERSITY OF EDUCATION, WINNEBA

DIVISION OF HUMAN RESOURCE

P.O. Box 25, Winneba Ghana. Tel: 233-03323-21028/233-03323-22139/22140 Ext. 1157
E-mail: personnel@uew.edu.gh

Date:

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RE: APPLICATION FOR EMPLOYMENT

Thank you for expressing interest in our institution.

Please complete the attached application form and return fifteen (15) copies of it with the following attachments:

- Fifteen (15) copies of your updated curriculum Vitae
- Fifteen (15) copies of all your Certificates and Academic Transcripts
- Two (2) stamped self-addressed envelopes
- Three (3) reports from your referees

Please ensure that the reports from your referees are sent directly to us.

We would appreciate a prompt response to these requests.

Yours sincerely,

Deborah Afful (Mrs.)
for: *Registrar*

CONFIDENTIAL

UEW FORM

APPLICATION FORM

UNIVERSITY OF EDUCATION, WINNEBA
ACADEMIC POSTS

Passport
Photograph

APPLICATION FOR APPOINTMENT AS.....
(Status/Position Sought)

IN/OFF.....
(SUBJECT)

IN THE DEPARTMENT OF.....
*ATTACH TRANSCRIPTS FOR ALL YOUR FIRST DEGREE AND HIGHER DEGREE QUALIFICATIONS

1. PERSONAL PARTICULARS

Surname (BLOCK LETTERS).....

FIRST NAMES.....

Address in full

.....

.....

.....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.....

Number of children.....

Sons.....Age(s).....respectively

Daughters.....Age(s).....respectively

FOR OFFICIAL USE ONLY

Date Received.....

Short Listed

Yes

No

2. EDUCATION AND QUALIFICATIONS

A. Pre-University Education – Secondary Schools, Technical Schools, Commercial Schools, Polytechnics, Training Colleges (Complete as applicable)

I. Secondary Schools

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

II. Technical Schools

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

III. Commercial Schools

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

IV. Polytechnic

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

V. Training Colleges

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

VI. Professional Courses

(a) Name of Professional Institute/ Institution	Date	

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

B. University Education (Universities Attended with dates)

(a) Name of Institutions Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

4. EMPLOYEMENT

I. Previous Appointments

Type		Name and Address of the Employer	Position held and work involved	Reasons for Leaving
From	To			

II. Previous Teaching Appointments

Institution	Type		Name and Address of the Employer	Reasons for Leaving
	From	To		

III. Present Employment

Present Salary.....

Salary scale/Range.....

Allowences.....Others.....

Name and Address of the Employer	Date of Assumption	Position held and work involved/Subject taught if relevant

PUBLICATIONS (All references cited must be exact and complete)

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

1.
2.
3.
4.
5.
6.
7.
8.

B. Articles (In referred journals indicating names of journal date and pages)

1.
2.
3.
4.
5.
6.
7.
8.

C. Conferences attended and papers presented

1.
2.
3.
4.
5.

D. Newspaper Articles

1.
2.
3.
4.
5.

Unpublished papers accepted for publications in referred journals. Evidence of acceptance must be provided.

1.
2.
3.
4.
5.
6.
7.

Names and Addresses of three referees at least two referees under whom you have worked in the academic field.

1.
2.
3.

GENERAL

1. Names of learned or professional association of which you are a member.

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2. Extra-curricular activities in which you are interested.

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

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4. If engaged, how soon after notification of selection could you assume duty?.....

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DECLARATION

I certify that every information I have given on this form is correct. I understand that any wrong statement I made renders me liable to disqualification or instant dismissal if employed.

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Signature of Applicant

.....

Date