

**UNIVERSITY OF CAPE COAST - GHANA**

**APPLICATION FORM**  
**(SENIOR MEMBERS - NON-TEACHING)**  
**PROFESSIONAL / TECHNICAL / ADMINISTRATIVE POSITIONS**

*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.***

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

**Directorate/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)

	<u>Date of Birth</u>	<u>Age</u>
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:

- .....
- .....
- .....
- .....

**2. Education**

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

Secondary / Commercial / Technical	Date		Programmes / Subjects Studied
	From	To	
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.....	.....	.....	.....
.....	.....	.....	.....
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4. (a) Details of Teaching/ Research/ Professional/ Administrative experience, relevant to the Post you are Applying for (including Publications, if any) :

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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 ever suffered from any medical condition? Give brief details.

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(c) Have you ever been convicted in a criminal or military court? If yes, give brief particulars of the offence.

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(d) Are you bonded 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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(f) If engaged, how soon after notification of selection could you assume duty?

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**6. Names and Addresses of THREE Referees**

*(At least **Two** of them should be able to report on your academic/ administrative competence. 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: .....

**7. 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 the Government 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)*

**8. 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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 .....

Signed: .....  
Head of Department

Date: .....