

UNIVERSITY OF CAPE COAST – GHANA

APPLICATION FORM

POSITION OF PRO VICE-CHANCELLOR

This Application Form (when fully completed) should be forwarded (with four copies) together with three Passport Photographs to: The Registrar, University Of Cape Coast, Cape Coast, Ghana.

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:

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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:

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Married // Single

If married, full name of Husband / Wife

Table with 3 columns: Children (Names, Dates of Birth & Ages), Date of Birth, Age. Rows 1-5.

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

Table with 3 columns: Secondary / Commercial / Technical, Date (From, To), Programmes / Subjects Studied. Multiple rows.

(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 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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(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.

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Signature of Applicant

Date