

**METHODIST UNIVERSITY COLLEGE GHANA**

**APPLICATION FORM**

Ten copies of this Application Form should be completed and forwarded together with three passport size photographs to **THE REGISTRAR, METHODIST UNIVERSITY COLLEGE GHANA**

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

IN/OF .....  
(Subject)

IN THE DEPARTMENT OF .....

ATTACH TRANSCRIPTS FOR YOUR FIRST DEGREE AND HIGHER DEGREE QUALIFICATIONS

**1. PERSONAL PARTICULARS**

Surname (BLOCK LETTERS) .....

Other Names .....

Address in Full .....

.....

Telephone No ..... E-mail.....

Date and Place of birth ..... Age .....

Home Town .....

Religion (if any) ..... Denomination .....

Nationality and how acquired .....

Former Names (if any) .....

Marital Status .....

Name of Spouse .....

Children (Names and Date of Birth)

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**FOR OFFICE 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 Institution Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

ii. **Technical Schools**

(a) Name of Institution Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

iii. **Commercial Schools, Polytechnics, Training Colleges**

(a) Name of Institution Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

**B) Professional Education**

**i) Professional Course**

(a) Name of Professional Institute/Institution Attended	Date	
	From	To

(b) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

**C) University Education**

**i) Universities attended with dates**

(a) Name of Institution Attended	Date	
	From	To

(c) Qualification(s) earned

Type	Subjects	Date Obtained	Grade/Class

**D) RESEARCH AREA**

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**3. EMPLOYMENT**

**i) Previous Appointments (other than Teaching)**

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

**ii) Previous Teaching Appointments**

Institution	From	To	Name and Address of Employer	Reasons for Leaving

**iii) Present Employment**

Date of Assumption	Name and Address of Employer	Position and work involved/subject(s) taught

Present Salary .....

Salary Scale/Range .....

Allowances ..... Others .....

4. **PUBLICATIONS (ALL REFERENCES CITED MUST BE EXACT AND COMPLETE)**

A. **BOOKS Published (Please indicate publishers and date of publication)**

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....
- vi) .....
- vii) .....
- viii) .....

B. **Articles (In refereed journals indicating names of journals, dates and pages)**

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....
- vi) .....
- vii) .....
- viii) .....

C. **Conferences attended and papers presented**

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....

**D. Newspaper Articles**

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....

**E. Unpublished papers accepted for publication in referred journals. Evidence of Acceptance must be provided.**

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....
- vi) .....
- vii) .....

**F. Names and Addresses of three (3) referees (at least two of them should be able to report on your academic competence)**

- (i)
  
  
  
  
  
  
  
  
  
  
- (ii)
  
  
  
  
  
  
  
  
  
  
- (iii)

5. **GENERAL**

i) **Names of learned or professional associations of which you are a member.**

ii) **Extra-curricular activities in which you are interested.**

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

iv) **If engaged, how soon after notification of selection could you assume duty.**

**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**