

**METHODIST UNIVERSITY COLLEGE GHANA**

**APPLICATION FORM**

**PROFESSIONAL/TECHNICAL/ADMINISTRATIVE POSTS**

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 (Please indicate the post)

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1. **PERSONAL PARTICULARS**

Surname (BLOCK LETTERS) .....

Other Names .....

Present Address .....

.....

.....

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**

**School(s) attended (Secondary/Commercial/Technical) with date:**

Schools	Date		Details of Examination Results
	From	To	

College/University or other similar institution attended with dates:

Particulars of qualifications. State when and where obtained with details of examinations passed (indicate class, distinction, etc)

3. **RECORD OF EMPLOYMENT**

i) **Previous Employment(s)**

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

ii) **Present Employment**

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

Present Salary ..... Salary Scale .....

4. **(Applicable to Professional and Senior Administrative Staff)**

State details of Teaching/Research/Professional/Administrative experience (indicating publications if any) relevant to the post you are applying for:

5. **GENERAL**

- (a) Have you any objection to reference being made to any of the employers named by you (including your present employer) ?.
- (b) Have you ever suffered from any physical disability including nervous trouble such as nervous breakdown or strain, however slight?.
- (c) Have you ever been convicted in a criminal or military court? If yes, give brief particulars of the offence.
- (d) Are you bonded to serve in any other capacity? If so give details.

(e) What are your hobbies and past-times?

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

6. **The space below may be used for any additional information you wish to give.**

7. **Names and Addresses of three (3) Referees. (At least two of them should be able to report on your academic/administrative competence. Names of relatives must not be given).**

(i)

(ii)

(iii)

8. **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.

.....  
**Signature of Applicant**

.....  
**Date**

N.B The Principal does not undertake to inform applicants of the reasons for their rejection.

If you are in the Government or other Public Service, this form must be sent through your Head of Department.

(To be completed by the Head of Department)

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;

**Signature** .....

**Date** .....