



# PRESBYTERIAN COLLEGE OF EDUCATION AKROPONG -AKUAPEM

**AFFILIATED TO  
UNIVERSITY OF EDUCATION, WINNEBA**

Affix Passport  
Photograph

## APPLICATION FORM

Junior and Senior Staff Positions

A copy of this form should be downloaded and completed. Ten (10) photocopies should be made after completion. Attach to each of the completed forms your up-dated curriculum vitae, photocopies of your first and higher degree certificates, academic transcript, two (2) stamped self-addressed envelopes and forward together with two sealed referees reports to the **REGISTRAR, PRESBYTERIAN COLLEGE OF EDUCATION, AKROPONG AKUAPEM, P.O. BOX 27, AKROPONG AKUAPEM, EASTERN REGION, GHANA**

Application for Employment as

.....  
(Please state clearly the post being applied for) in the

.....  
(Please, state specific department /Section/Unit)

### 1. PERSONAL PARTICULARS

Surname (BLOCK LETTERS).....

Other Names .....

Current Address in full .....

.....

.....

Email address..... 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..... Name of spouse..... Number of children.....

Provide name(s) and date(s) of birth of children:

| S/N | Name | Date of Birth | Age |
|-----|------|---------------|-----|
|     |      |               |     |
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|     |      |               |     |

## 2. EDUCATION AND QUALIFICATIONS

A. Name of Institution(s) Attended

| S/N | Secondary/College/University | Date (From) | Date (To) |
|-----|------------------------------|-------------|-----------|
|     |                              |             |           |
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|     |                              |             |           |

B. Qualification(s) earned:

| S/N | Qualification (s) | Date Obtained | Aggregate/Class Obtained |
|-----|-------------------|---------------|--------------------------|
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### 3. EMPLOYMENT

**A. Previous Appointment(s)**

| Date (From) | Date (To) | Name and Address of Employer | Position held | Reasons for Leaving |
|-------------|-----------|------------------------------|---------------|---------------------|
|             |           |                              |               |                     |
|             |           |                              |               |                     |
|             |           |                              |               |                     |
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|             |           |                              |               |                     |
|             |           |                              |               |                     |

**B. Present Employment**

Present Salary.....

| Name and Address of Employer | Date of Assumption | Position held |
|------------------------------|--------------------|---------------|
|                              |                    |               |
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#### 4. NAMES AND ADDRESSES OF THREE REFEREES

(At least two of them should be able to report on your academic/administrative competence. Names of relatives Must not be given)

| Name | Address |
|------|---------|
|      |         |
|      |         |
|      |         |

#### 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. ADDITIONAL INFORMATION**

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

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**7. DECLARATION**

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

.....  
Signature of Applicant

.....  
Date

N.B. The Vice-Chancellor does not undertake to inform unsuccessful applicants of the reason for their rejection.

Date Received..... Short listed [Yes] [No]

