# 

# APPENDIX 1: UNIVERSITY OF GHANA APPLICATION FOR A HOUSING UNIT

**FILE NO…………………..…**

1. (a) **Name**: Prof./Dr./Mr./Mrs./Ms.……………………………………………………

(b) Department/School/Unit:………………………….................................................

(c) Location..………………………………………………………………………….

1. (a) Present appointment:……………………………………………………………….

(b) Designation: Senior Member Senior Staff

1. (a) Date of first appointment………………………………………………………….

(b) ***Entitled Staff only****:* Date of promotion to Principal ………………………………

1. (a) Was there any period when you left or resigned from the service of the University:

………………………………………………………………….………………….

(b) If ‘yes’ state period of absence:……………………………………...……………..

1. (a) Have you worked in other Ghanaian Universities …………………………..……..

(b) If ‘yes’ state Period of employment (with dates)

…………………………………………………………………………………..

1. Any current special office? (e.g. Provost, Dean/Director, Head of Hall/ Department, Coordinator/Tutor/Chaplain/etc. )

……………………………………………………………...……………….……

1. (a) Have you previously held any special office? (e.g. Former Dean/Director, Head of Hall/Dept etc. …………………..………………………………………………….

(b) If ‘yes’ state the dates

………………………………………………………………………………………

………………..………………………………….…………………………………

1. (a) Marital Status: (Married/Single): ………………………………………………….

(b) If married, is your spouse a Senior Member/Entitled Staff? Yes / No

(c) If yes, please provide the following information:

* + 1. Name of Spouse:………………………………………………………...….
    2. Grade: ……………………………………………………………………...
    3. Department: ………………………...…………….……………………….
    4. Date of first appointment (*if Entitled Staff, state the date he/she became entitled)*

……………………………………………………………………………….

1. (a) Number of Children:

i Your own …………..……………………..………......

ii. Wards (approved by Registrar)………………………..

iii. Dates of approval of ward(s) by Registrar

……………………………………………………..

…………………………………………………….

(b) Number of the above presently living with you:……………………………

(c ) Particulars of children/registered ward(s): *(up to 5)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Sex** | **Age** | **Resident In** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

1. Residence Information

Do you currently live on campus? YES/NO

* If YES, go to 10a; if NO, go to 10b

(a) On-campus residence information

|  |  |  |
| --- | --- | --- |
| Address of Housing Unit | No. of Bedrooms | Date First Occupied |
|  |  |  |

(b) Off-campus Residence information: (*to be completed only by persons currently living at either Redco, Adenta SSNIT flats or any rented premises outside Legon campus*):

i. How many years have you lived off-campus: ………………………………….

ii. Off-campus housing information

|  |  |
| --- | --- |
| **Address of Housing Unit** | **Dates of Occupancy (*i.e. From….To….)*** |
|  |  |
|  |  |
|  |  |
|  |  |

1. (a) State any Period(s) (month and year) of Study Leave/Leave of Absence

|  |  |
| --- | --- |
| **From** | **To** |
|  |  |
|  |  |
|  |  |

(b) State location and address of house occupied prior to Study Leave/Leave of Absence

………………..……………………………………………………………………………………

………………..……………………………………………………………………………………

1. Please indicate the number of points you think you have earned (*Use the attached regulations as a guide*):

|  |  |  |
| --- | --- | --- |
|  | APPLICANT | HOUSING OFFICER |
| Status (See 6.1.) |  |  |
| Service (6.3.) |  |  |
| Special Office (6.2.) |  |  |
| Children (6.5.) |  |  |
| Residence (6.4.) |  |  |
| Others (8b) |  |  |
| **TOTAL** |  |  |

1. Reasons for requesting housing change:

………………………………………………………………………………………………………

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1. State order of preference for advertised housing units:

1. ……………………………………………………………………………………

2. ……………………………………………………………………………………

3. ……………………………………………………………………………………

1. Affirmation

The information given here is complete and correct to the best of my knowledge.

*(Applications would be rejected for false, inaccurate or incomplete information).*

SIGN: ………………………………….. DATE: ………………………………

Tel: ………………………………….. Email:………………………………………