

**UAB FORM 1B**

**SENIOR ADMINISTRATIVE AND PROFESSIONAL STAFF APPLICATION  
FORM  
UNIVERSITY OF GHANA**

**CONFIDENTIAL**

APPLICATION FOR APPOINTMENT AS ..... IN

THE DEPARTMENT/INSTITUTE/ SCHOOL OF .....

**This form is to be completed (one copy) and returned to the Registrar, University of Ghana, P.  
O. Box LG25, Legon, Accra, Ghana.**

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**1. PERSONAL PARTICULARS:**

Surname (BLOCK LETTERS) .....

First Names.....

Address in full .....

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Email ..... 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..... Number of Children.....

Sons..... aged ..... respectively

Daughters..... aged ..... respectively

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**2. EDUCATION**

(i) Where educated: secondary schools, Universities with dates

(ii) Particulars of qualifications (university awards, indicating class of degree, distinction etc and giving the date and place of award)

**3. PRESENT APPOINTMENT**

Name of Institution/Organization.....

Position indicating dates:

(i) .....

(ii) .....

(iii) .....

(iv) ..

Date of Appointment: .....

Details of emoluments (i) Basic salary in your present position .....

(i) Allowances.....

(ii) Others.....

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**4. PREVIOUS EMPLOYMENT**

**Organisation**

**Dates Worked**

**Position Held**

(i) .....

(ii) .....

(iii) .....

(iv) .....

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5. **WORKING EXPERIENCE**

<b>Institution</b>	<b>Dates</b>	<b>RESPONSIBILITIES</b>

6. Details of major administrative/professional projects undertaken, including reports, memoranda and publications

7. A brief statement on areas of special administrative/professional interest

8. Name and Address of three Referees (*at least two should be people who have taught the candidate or under whom the candidates has worked in the academic field. For Senior Lectureship and above, referees may be persons with whom the candidate has worked*).

(i) .....  
.....

(ii) .....  
.....

(iii) .....  
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*Candidates are advised to request referees to respond promptly to enquiries when made.*

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9. **GENERAL**

(i) Names of learned or professional associations of which the candidate is a member.  
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(ii) Extra-curricula activities in which the candidate is interested.  
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(iii) If engaged, how soon after notification of selection could the candidate assume duty?  
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10. The space below may be used for any additional details you may wish to provide.

Signature of Applicant..... Date.....

