

GCTU FORM 1B

SENIOR ADMINISTRATIVE AND PROFESSIONAL STAFF

APPLICATION FORM

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

CONFIDENTIAL

APPLICATION FOR APPOINTMENT AS.....

.....IN THE

UNIT/SECTION/DIRECTORATE OF.....

This form is to be completed (one copy) and returned to the Registrar, Ghana Communication Technology University, PMB 100 Accra – North, Ghana.

1. PERSONAL PARTICULARS:

Surname (BLOCK LETTERS).....

First/Other Name(s).....

Address in full.....

.....

Email.....

Telephone no(s).....

Nationality.....

Home Town

Nationality at birth (if different).....

Formal Names (if any)

Surname at birth (if different)

Date and Place of birth.....

Marital Status

Number of children

2. EDUCATION

(i) Where educated: Secondary Schools, Tertiary with dates

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

3. PRESENT APPOINTMENT

Name of Institution / Organization.....

Position indicating date:

(i)

(ii).....

(iii).....

(iv).....

Date of Appointment.....

Details of Emoluments

(i) Basic salary in your present position

(ii) Allowances

(iii) Others.....

4. PREVIOUS EMPLOYMENT

| Organization | Dates Worked | Position Held |
|--------------|--------------|---------------|
| (i)..... | | |
| (ii)..... | | |
| (iii)..... | | |
| (iv)..... | | |

5. WORKING EXPERIENCE

(a) Details of major administrative / professional projects undertaken, including reports, memoranda and publications.

(b) A brief statement on areas of special administrative / professional interest

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

(i).....
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(ii).....
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(iii).....

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NB: Candidates are advised to requests referees to respond promptly to enquiries when made.

6. 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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(iv) The space below may be used for any additional details you may wish to provide.

Signature of Applicant

Date.....