



UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

HUMAN RESOURCE UNIT

APPLICATION FOR STAFF ID CARD

SECTION A: (TO BE COMPLETED BY APPLICANT) TEL NO:

Name: (Surname First)

Date of Birth:

Designation/Rank:

Department/Section:

Date of Appointment in University:

Staff No:

Signature: Date:

SECTION B: (TO BE COMPLETED BY AR, HUMAN RESOURCE UNIT)

I confirm that Prof/Dr/Rev/Mr/Ms/ is a staff of the University and that the information given are correct.

Name of Officer:

Signature: Date:

SECTION C: (TO BE COMPLETED BY THE HEAD, HUMAN RESOURCE UNIT)

(Please tick (√) the appropriate box)

Approved for processing []

NOT approved for processing []

(Specify reason)

Reason(s):

Name of Officer:

Signature: Date:

SECTION D: (TO COMPLETED BY HEAD, AUDIO VISUAL UNIT)

ID CARD supplied []

ID CARD NOT supplied []

(Specify reason)

Reason(s):

Signature: Date:

(Copy of forms to be returned to the HR Unit after issuance of ID Card for filling)