



# UNIVERSITY OF MINES AND TECHNOLOGY (UMaT)

P.O. Box 237, Tarkwa, Ghana,

Tel: +233 3123 20324/20280 Fax: +233 3123 20306 Email: registrar@umat.edu.gh

## APPLICATION FOR APPOINTMENT (SENIOR MEMBERS)

(This form is to be completed and returned in ten copies)

And addressed to the Registrar, University of Mines and Technology, Tarkwa, or to the Universities of Ghana Office, 321, City Road, London, EC IV 1LF)

### POSITION

(State precisely the position being applied for)

IN THE DEPARTMENT OF \_\_\_\_\_

### 1. PERSONAL DETAILS

(a) Surname: Miss  Ms  Mrs  Mr  Dr  Prof  \_\_\_\_\_

(Fill in block letters)

(b) First and Other Names: \_\_\_\_\_

(c) Present Address in Full: \_\_\_\_\_

(d) Telephone No(s): \_\_\_\_\_ Email: \_\_\_\_\_

(e) Nationality: \_\_\_\_\_

i. Nationality at Birth (if different): \_\_\_\_\_

ii. Surname at Birth (if different): \_\_\_\_\_

iii. If a naturalized citizen, provide number and date of certificate: \_\_\_\_\_

and name in which it was granted (required): \_\_\_\_\_

iv. Aliens Registration Number (required): \_\_\_\_\_

(f) Date and Place of birth: \_\_\_\_\_

(g) Marital Status: \_\_\_\_\_

(h) Details of Underlisted Relatives

i. Father's name: \_\_\_\_\_ Nationality: \_\_\_\_\_

ii. Mother (maiden name): \_\_\_\_\_ Nationality: \_\_\_\_\_

iii. Spouse's Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

(i) Details of Children

i. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

ii. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

iii. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**2. EDUCATIONAL HISTORY**

(a) Institution of Education

SN	Secondary School/College/University	Dates	
		From	To

(b) Qualifications (*indicate Degrees/Certificates/Diplomas with classes, distinctions etc.*) and membership of professional bodies, giving the dates on which, each was obtained (*Attach copies of certificates*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**3. TEACHING/RESEARCH/PROFESSIONAL/INDUSTRIAL EXPERIENCE**

(a) Present Employment

Dates		Name and Address of Employer	Employment Details
From	To		
			(A) Position held <hr/> (B) Subjects taught/particulars of work <hr/> (C) Salary <hr/>

**(b) Previous Employment**

Dates		Name and Address of Employer	Employment Details
From	To		
A.			<i>(Position held)</i> <hr/> <i>(Subjects taught/particulars of work)</i> <hr/> <i>(Full-time or part-time)</i> <hr/> <i>(Reason for leaving)</i> <hr/>
B.			<i>(Position held)</i> <hr/> <i>(Subjects taught/particulars of work)</i> <hr/> <i>(Full-time or part-time)</i> <hr/> <i>Reason for leaving)</i> <hr/>

(c) Provide further details (if any) of teaching/research/professional/industrial experience

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**4. PUBLICATIONS/EXHIBITIONS** *(Provide Dates)*

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**5. GENERAL INFORMATION**

(a) Have you ever lived in a tropical climate? Yes  No

If yes, state

Country	Period

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(b) If appointed, how soon can you assume duty?

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**6. ANY OTHER RELEVANT INFORMATION**

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**7. NAME AND ADDRESS OF REFEREES (Provide three)**

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. CERTIFICATION BY APPLICANT**

*I certify on my honour that all the information given on this form is correct. I understand that concealment of any facts or declaration of any intentional false statement(s) will be considered sufficient grounds for non-employment or for subsequent dismissal.*

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_