



UNIVERSITY OF MINES AND TECHNOLOGY (UMaT)

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APPLICATION FOR EMPLOYMENT FORM (JUNIOR AND SENIOR STAFF)

(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 clearly the position for which the application is being made)

IN THE DEPARTMENT OF _____

1. PERSONAL PARTICULARS

A. Surname (Miss/Ms/Mrs /Mr)

(Fill in block letters)

B. First Name and Other Names _____

C. Maiden Name (*female applicant only, if married*): _____

D. Postal Address _____

Telephone No: _____ Email: _____

E. Place of Birth: _____

F. Date of Birth: _____

G. Hometown (*if different from place of birth*): _____

H. Nationality: _____

I. Marital Status: _____

J. Name of Spouse: _____

K. Name of Father: _____ Nationality: _____

L. Name of Mother (*maiden name*): _____ Nationality: _____

M. Details of Children

i. Name: _____ Date of Birth: _____

ii. Name: _____ Date of Birth: _____

iii. Name: _____ Date of Birth: _____

N. Have you ever been convicted of a criminal offence? If you have, give details: _____

2. A. EDUCATION AND TRAINING

SN	PRIMARY/SECONDARY/COLLEGE/TERTIARY	PLACE	DATE

B. QUALIFICATIONS (*attach certificates and provide grades and dates of attainment*):

3. PREVIOUS EMPLOYMENT

DATES FROM TO		NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SALARY PER ANNUM	REASONS FOR LEAVING

4. (A) PRESENT EMPLOYMENT

DATE	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SALARY PER ANNUM

(B) NAMES AND ADDRESSES OF THREE REFEREES (Note: Relatives do not qualify as referees)

1. _____

2. _____

3. _____

5. *I certify on my honour that all the information provided 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.*

Date: _____

Signature: _____