



UNIVERSITY OF MINES AND TECHNOLOGY (UMaT)

P.O. Box 237, Tarkwa, Ghana,

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APPLICATION FOR EMPLOYMENT FORM (JUNIOR AND SENIOR STAFF)

This form is to be completed and returned to the Registrar, University of Mines and Technology, Tarkwa.

Application for Employment as: _____

(State clearly the post for which application is being made)

In the _____

(State Department/Section/Unit)

1. PERSONAL PARTICULARS

A. Surname (Miss/Mrs /Mr) _____

(Use block letters)

B. First or Other Names _____

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

D. Address in full _____

Tel No: _____ Email: _____

E. Place of Birth _____

F. Date of Birth: _____

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

H. Nationality _____

I. Are you single or married? _____

J. Name of Wife/Husband: _____

K. Name of Father: _____ Nationality: _____

L. Name of Mother: _____ Nationality: _____

(maiden name)

M. Names of Children and their ages: _____

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

2. (A) EDUCATION AND TRAINING

PRIMARY/SECONDARY/COLLEGE/UNIVERSITY	PLACE	DATES

B. Qualifications, etc (giving grades, where applicable and dates: _____

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
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		PER ANNUM

(B) NAMES AND ADDRESSES OF THREE REFEREES

(Names of relatives must not be given)

- 1. _____

- 2. _____

- 3. _____

5. *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.*

Date: _____

Signature: _____