



APPLICATION FORM
UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA (UPSA),
GHANA

ADMINISTRATIVE/PROFESSIONAL/TECHNICAL POSTS

Ten copies of this Application Form should be completed and returned to the Registrar, UPSA P.O. Box 149 Legon, Ghana

APPLICATION FOR APPOINTMENT ASIN/OF.....
Status/position sought subject
IN THE DEPARTMENT OF

1. PERSONAL PARTICULARS

Surname (BLOCK LETTER)

First names

Address in full/email address

.....

.....Telephone No.

Nationality Home Town

Nationality at birth (if different)

Former Names (if any)

Surname at birth (if different)

Date and place of birth

Marital Status

Number of Children

Sonsage respectively

Daughters age respectively

Passport number(s) held by yourself, wife and each child, with date(s) of issue and date of expiry

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2. **EDUCATION**

- (i) Where educated: Secondary Schools, Universities with dates.

- (ii) Particulars of qualifications (university awards indicating class of degree/professional certificates and giving the date and place of award).

3. **PRESENT APPOINTMENT**

Name of Institution/Organization

Position indicating dates: (i)
(ii)
(iii)
(iv).....

Details of emoluments: (i) Basic salary in your present position
(ii) Allowance
(iii) Others

4. **PREVIOUS EMPLOYMENT**

	Organization	Dates worked	Position Held
(i)
(ii)
(iii)
(iv)

5. **WORKING EXPERIENCE**

INSTITUTION	DATE	RESPONSIBILITIES

6. Details of major administrative/professional projects undertaken, including reports, memoranda and Publications.

7. A brief statement on special administrative/professional interest.

8. Name and address of three Referees (At least two referees should be the people who taught the candidate or under whom the candidate has worked in administrative/professional field.

(i).....

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(ii).....

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(iii).....

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Candidates are advised to request referees to respond promptly to enquiries when made.

9. **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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10. **The space below may be used for any additional details you may wish to provide.**

11. **DECLARATION:**

I certify that the information given on this form is correct. I understand that any willful misstatement renders me liable to disqualification or instant dismissal if engaged.

Signature of Applicant **Date**

NB. The Vice-Chancellor does not undertake to inform unsuccessful applicants of the reason for their rejection.