



UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

SENIOR MEMBERS APPLICATION FOR APPOINTMENT FORM

CATEGORY: TEACHING NON-TEACHING

APPLICATION FOR APPOINTMENT AS
Rank/Position sought

IN/OF (Subject Area/Field Of Expertise)

IN THE DEPARTMENT/DIRECTORATE OF:

.....

This form is to be completed (three copies) and returned to the Registrar, University of Media, Arts and Communication, P. O. Box GP 667, Accra, Ghana or by email to registrar@unimac.edu.gh along with an application letter, updated curriculum vitae, one passport photograph, copies of certificates and transcripts.

1. PERSONAL INFORMATION:

Title: Prof./Dr./Mr./Mrs./Ms./ (Underline as appropriate)

Surname (BLOCK LETTERS):.....

First/Other Names.....

Address in full:

.....

Email 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..... Name & Address of Spouse (if married).....

..... Number of Children

Sons (number)..... aged respectively

Daughters (number)..... aged respectively

2. EDUCATION

(i) Where educated: **Secondary Schools/Tertiary Institutions/Universities** with dates attended

INSTITUTION	DATES ATTENDED (STARTING WITH MOST RECENT)	
	FROM	TO

(ii) Particulars of qualifications (University awards, indicating class of degree, distinction etc and giving the date and place of award. Photocopies of certificates and transcripts should be attached.)

DEGREE/QUALIFICATION	RESEARCH FOCUS	DATE AWARDED (STARTING WITH MOST RECENT)	PLACE OF AWARD

3. DETAILS OF GRADUATE PROGRAMME

(i) Course Work

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.....

.....

(ii) Research Area:

.....

.....
.....

4. PRESENT APPOINTMENT

Name of Institution/Organization:

Ranks/Positions held indicating dates:

- (i)
- (ii)
- (iii)
- (iv)

Details of emoluments:

- (i) Basic salary in your present position
- (ii) Allowances.....
- (iii) Other Benefits

5. PREVIOUS EMPLOYMENT

Organisations, Dates Worked and Ranks/Positions Held

DATES		NAME AND ADDRESS OF EMPLOYER	RANK/POSITION HELD
From	To		

If you have ever been employed by any Public University or by the Government of Ghana, state reasons why you left:

.....

6. TEACHING/RESEARCH/PROFESSIONAL/ADMINISTRATIVE EXPERIENCE

INSTITUTION	DATES	FULL/PART TIME	SUBJECTS TAUGHT AND AT WHAT LEVEL/PARTICULARS OF WORK

7. LIST OF PUBLICATIONS/DOCUMENTS (All references cited must be in APA Style)

(Articles in refereed journals, Documents, Books and Book Chapters, Documented Creative Works, Software, Inventions, unpublished papers accepted for publication in refereed journals etc; evidence of acceptance to be provided)

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

NOTE: PDF COPIES OF FILES SHOULD BE ATTACHED TO THE APPLICATION

8. AREAS OF RESEARCH/ADMINISTRATIVE/PROFESSIONAL INTEREST

A brief statement indicating areas of special research/administrative/professional interest and projects the candidate proposes to embark upon during the next few years.

9. REFEREES

Contact Information of **Three (3)** Referees (at least two should be people who have taught the candidate or under whom the candidate has worked in the academic/administrative/professional field).

(i)
Address:.....
.....
Phone Email

(ii)
Address:.....
.....
Phone Email

(iii)
Address:.....
.....
Phone Email

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

10. CRIMINAL RECORD

Have you ever been convicted of a criminal offence? Yes: No:

If yes, state when and the nature of the offence:
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.....

11. GENERAL

(i) Names of learned or professional associations of which the candidate is a member.

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(ii) Extra-curricular activities in which the candidate is interested.

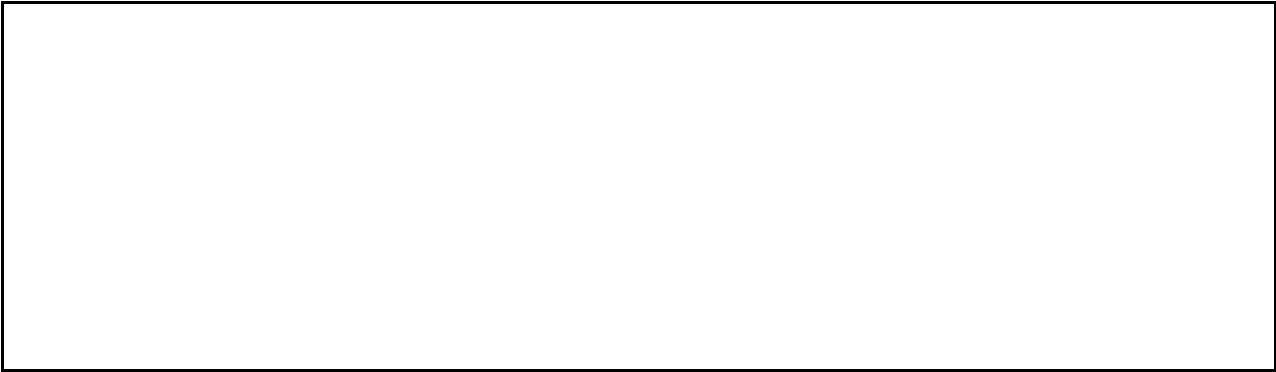
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(iii) If engaged, how soon after notification of selection could the candidate assume duty?

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12. ADDITIONAL INFORMATION

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



13. I certify that the information given on this form is correct. I understand that any false information or concealment of facts may result in disqualification of this application or in subsequent dismissal.

Signature of Applicant..... Date.....