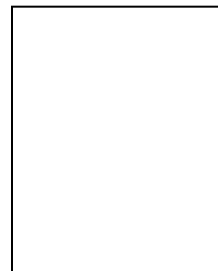




**UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION**  
***SENIOR AND JUNIOR STAFF APPLICATION FOR APPOINTMENT FORM***

This form is to be completed and returned together with an updated CV, one passport photograph, copies of educational and professional certificates to:

**The Registrar,  
University of Media, Arts and Communication,  
P. O. Box GP 667, Accra, Ghana.**



APPLICATION FOR APPOINTMENT AS.....  
(State clearly the post for which application is being made)

IN THE DEPARTMENT/DIRECTORATE OF.....

**1. PERSONAL INFORMATION:**

Title: 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 AND TRAINING**

(a) Where Educated

INSTITUTION	DATES ATTENDED (STARTING WITH MOST RECENT)	
	FROM	TO

(b) Qualifications, etc. (giving the dates on which each was obtained)

QUALIFICATION	DATE AWARDED (STARTING WITH MOST RECENT)	PLACE OF AWARD

**3. PRESENT EMPLOYMENT (If currently employed)**

Name of Institution/Organization: .....

Ranks/Positions held indicating dates:

- (i) .....
- (ii) .....

Details of emoluments: .....

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

**4. PREVIOUS EMPLOYMENT**

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:

.....

.....

.....

.....

**5. REFEREES**

Names and addresses of three referees (at least one must be from your previous employer)

*Note: Addresses of referees must include phone numbers and emails to ensure they can be contacted.*

(i).....

.....

.....

.....

(ii).....

.....

.....

.....

(iii).....

.....

.....

**6. CRIMINAL RECORD**

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

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

**7. GENERAL**

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

.....  
.....  
.....

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

.....  
.....  
.....

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

.....

**8. ADDITIONAL INFORMATION**

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

**9. 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.....