



**APPLICATION FORM FOR APPOINTMENT OF
SENIOR MEMBERS/STAFF**

This form is to be completed and returned (original and soft copy) to the Registrar (cam022a@hcu.edu.gh/hr@hcu.edu.gh) of Heritage Christian University, Amasaman-Accra.

1. JOB PARTICULARS:

Application for Appointment as:
Full-Time or Part-Time:
Department/Directorate/Faculty/Unit:

2. PERSONAL PARTICULARS:

- (a) Surname (Prof./Dr./Mr./Mrs/Miss/etc):
- (b) First and other Names:
- (c) Date of Birth:
- (d) Religion:
- (e) Place of Birth:
- (f) Home Town:
- (g) Region:
- (h) Nationality:
- (i) Present Address in full:
.....
Digital Address:
- (j) Telephone No:
- (k) Email Address:
- (l) Marital Status: Married Single

If married, full name of Husband/Wife:



Particulars of Children:

S/N	Names of Children	Date of Birth

3. EDUCATION

(a) Secondary / Other Non-Tertiary Schools attended with dates:

Schools	Dates		Certificate (s) Awarded	Subjects Studied
	From	To		



(b) Universities & Polytechnics / Other Tertiary Institutions Attended:

Institutions	Dates		Certificate (s) Awarded	Programmes Studied
	From	To		

NB: Qualifications (degrees, certificates, diplomas, with classes, distinctions, etc.) and membership/fellowship of professional bodies, with the dates on which each was obtained:

(Photocopies of certificates should be attached).

(Attach copies of Certificate Evaluation Report(s) by the Ghana Tertiary Education Commission (GTEC) and/or any accredited Institution.)

(c) A brief detail of any Research/Publication/Invention/Design or Contribution to knowledge and date (if any):

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(d) **For Teaching Staff only:** What special areas of interest do you prefer to teach if appointed?

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4. TEACHING/RESEARCH/PROFESSIONAL/INDUSTRIAL EXPERIENCE:

(a) Present Employment

From (Date)	Name and Address of Employer	State (A) Position held (B) Subjects taught/Particulars of work (C) Salary
		(A)..... (B)..... (C).....

(b) Previous Employment

Dates		Name and address of Employer	State (A) Position held (B) Subjects taught/Particulars of work (C) Full-time or part-time
From	To		
			(A) (B) (C) (D) Reasons for leaving



			(A)
			(B)
		
			(C)
			(D) Reasons for leaving
		
		

*(c) State further details of Teaching /Research /Professional/Industrial Experience on additional sheets (if necessary).

(d) Have you ever been dismissed? If yes, when?

Give reason(s) for dismissal:

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5. PUBLICATIONS/EXHIBITIONS (with Dates):

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6. GENERAL

(a) If engaged, how soon after notification of selection could you leave for Ghana or assume duty?

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

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8. NAMES AND ADDRESSES OF THREE (3) REFEREES

(At least two of them should be able to report on your academic /professional competence. Names of relatives must not be given.)

i.
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ii.
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iii.
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9. EMERGENCY CONTACT:

a. Name: b. Tel No.:

c. Address:

d. Town: e. Street:

f. House No./Digital Address:

10. NEXT OF KIN:

a. Name: b. Tel No.:

c. Address:

d. Town: e. Street:

f. House No./Digital Address:



11. EVIDENCE OF POLICE BACKGROUND CLEARANCE (to be attached)

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12. DECLARATION: I declare that all information provided is true and undertake that any false information detected should cause my immediate dismissal.

Signature of Applicant:

Date:

FOR OFFICE USE ONLY:

a. Date interviewed: b. Appointed? Yes/No

c. Date of Assumption of Duty:

