

CONFIDENTIAL

UNIVERSITY OF HEALTH AND ALLIED SCIENCES

APPLICATION FOR SENIOR LEVEL ADMINISTRATIVE POSITIONS

APPLICATION FOR APPOINTMENT AS

Applicants are required to download form, type in required information, attach updated CV and send the completed application form to The Registrar, University of Health and Allied Sciences. PMB 31, Ho-VR, Ghana OR by attachment to applications@uhas.edu.gh

1. Personal Particulars:

Surname (Block Letters)

Other Names.....

Former Names (if any)

Date of Birth

Nationality..... Sex: Male..... Female.....

Address in full

Email Telephone No

Marital Status..... Number of Children.....

Sons..... aged respectively

Daughters..... aged respectively

2. Educational/Professional Qualifications

(i) Where educated, with dates, particulars of qualifications (university awards - indicating class of degree and professional qualifications).

Institution	Place	Dates	Qualifications

3. Present Employment

Name of Institution/Organization.....

Date of appointment:

Positions held indicating dates, starting with the most recent:

(i)

(ii)

(iii)

Details of current emoluments

(i) Basic salary in your present position

(ii) Allowances.....

(iii) Others.....

4. Previous Employment

Details of relevant work experience, with dates. *(This may include managerial and administrative leadership positions held; experience with Boards/Committees; fundraising and fund management experience; community involvement; etc. You may attach a separate sheet for additional space.)*

Organization	Dates	Position held and Responsibilities

5. Details of major Administrative/Professional Projects undertaken, including Reports, Memoranda and Publications (*You may attach a separate sheet*)

Major Administrative/Professional Projects, including Reports/ Memoranda/Publications	Organization where work was carried out	Dates

6. A brief statement on areas of special administrative interest:

7. Names, Phone Contacts, Postal and Email Addresses of three Referees.

(i)

Phone Email

(ii)

Phone Email

(iii)

Phone Email

(Candidates are advised to request referees to respond promptly to enquiries when made)

8. General

i. Names of learned or professional associations of which you are a member:

.....

ii. Extra-curricular activities in which in which you are interested:

.....

iii. If engaged, how soon after notification of selection could you assume duty?

.....

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

Signature of Applicant

Date: