



APPLICATION FOR APPOINTMENT TO A POST IN THE GHANA PUBLIC SERVICES

(Candidates are warned that if they knowingly make any false statement they may render themselves liable to prosecution and to cancellation of their appointments.)

Post.....

Ministry/Department.....

PART I

1. Surname..... Sex.....
(Use Block Capitals)

2. Other names.....

3. Previous names (if name has been changed).....

4. Present address.....
(Use Block Capitals)

Tel. No.....

5. Address in Ghana/overseas (if different from above).....

6. Date of birth..... Place of birth.....

7. Nationality and how acquired.....

8. Present appointment or employment..... Salary.....

9. Full name of husband/wife (if married)..... Nationality.....

10. (a) Father's name in full.....

(b) Father's occupation.....

(c) Father's nationality..... Place of birth.....

11. (a) Mother's name in full.....

(b) Mother's maiden name.....

(c) Mother's nationality..... Place of birth.....

(Note: Questions 10 and 11 should be answered even if those concerned have died.)

12. Passport number, date and place of issue

13. Have you ever been convicted of a Criminal Offence? If "Yes", give details.....

14. Have you ever been dismissed or otherwise removed from one of the Public Services in Ghana?.....

If "Yes", give details.....

15. Are you bonded to serve either the Government or any Body in any capacity?.....

If "Yes", give details including the date of the expiry of the Bond.....

4. Particulars of your employment since leaving School or College including periods of apprenticeship, training, self employment or unemployment:

From	To	NAME AND FULL ADDRESS OF EMPLOYER	State: (A) Positions held (B) Particulars of work done (C) Reasons for leaving employer
Month and Year	Month and Year		
			A)
			B)
		
			C)
			A)
			B)
		
			C)
			A)
			B)
		
			C)
			A)
			B)
		
			C)
			A)
			B)
		
			C)
			A)
			B)
		
			C)
			A)
			B)
		
			C)

N.B- Medical candidates should clearly the names and addresses of hospitals in which they were trained as well as those in which they held House appointment, Testimonials from their hospital chiefs should be attached.

5. What other posts in the Ghana Public Services have you ever applied for? (Give details).....

6. Personal References. Give the names and addresses of two responsible persons who know you well either in private life or in business; one at least should be well acquainted with you in private life. The names of relatives must not be given nor those

of distinguished persons unless they know you well. Testimonials from your personal referees should not be sent. Copies of other testimonials may be attached originals should not be sent at this stage.

1. Name.....
Address.....
Occupation.....
Period during which he has known you.
.....
.....

2. Name.....
Address.....
Occupation.....
Period during which he has known you.
.....
.....

7. I CERTIFY THAT the information given on this form is correct.

Signature of Applicant.....
.....20.....

PART IV

(To be completed by or on behalf of the Head of Department of an applicant who is already in the Ghana Public Services)

I do/do not consider the candidate qualified in terms of the advertisement; I do/do not recommend him for the vacancy. My reasons are given below:

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Signed
Office.....
.....20.....

DEPARTMENTAL FILE